



MC- ENFORCEMENT OFFICER TRAINEE

CHARACTERISTICS OF WORK:

This is entry-level work in the enforcement of state tax laws and federal motor carrier safety regulations. This work involves the enforcement of privilege and petroleum tax laws and regulations related to the operation of common, contract, and private motor carriers or any other classification of motor carriers created by law and operating for compensation. Work includes performing checks of vehicles by roadside inspections for compliance with the Motor Carrier Regulatory Act, size, weight, and load laws, safety rules and regulations, fuel tax compliance, hazardous materials inspections, radioactive materials, medical certificates, proper licenses requirements, road test certificates, oversize permits, and motor coach safety. Incumbents investigate reported violations of commercial traffic infraction based upon Mississippi Codes 27-5, 27-19, 63-5, 63-7, and 77-7 (the Motor Carrier Act of 1938.) In performance of duties, the incumbents ascertain facts, issue warnings, issue citations, search for contraband, make arrests, testify in court, impound vehicles, and perform other actions deemed necessary to ensure compliance with laws and regulations. Work is performed under the general supervision of an enforcement officer of a higher classification and in accordance with state laws, departmental regulations, and policies.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED).

Documentation Required:

Must have a MS valid Driver's License or one from a contiguous state (verified by the hiring agency).

Special Requirements:

Must be at least 21 years of age.

Must not have been convicted by any state or by the federal government of any crimes, the punishment for which could have been imprisonment in the federal or state prison or institution;

nor have been convicted of sufficient misdemeanors to establish a pattern of disrespect for the law.

Employment shall be contingent upon successful completion of an accredited Mississippi's Law Enforcement Training Academy within the first year of employment.

All candidates will be required to pass a medical examination on medical forms provided by the hiring agency, administered by a physician of agency's choice and to be paid for by the applicant. Upon successful completion of medical examination, the applicant will be required to successfully pass a Physical Efficiency Battery (PEB). The applicant will be provided a minimum of thirty (30) days to prepare for PEB.

Position requires on call status 24 hours/7 days a week.

This position requires shift work.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is frequently required to climb or balance. The incumbent is occasionally required to sit.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies

or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Comprehends and correctly applies all state and federal laws and regulations applicable to the job and/or assignment. Monitors all interstate and non-interstate highway systems to intercept and apprehend violators. Evaluates commercial vehicles and drivers for regulatory compliance with applicable laws. Trustworthy, competent, and moral in all aspects of activities. Grasps, understands, and demonstrates knowledge presented in training sessions.

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Completes required and assigned tasks and reports.

Stakeholder Relations: The ability and willingness to interact and communicate effectively with stakeholders.

Works with federal, state, and local officials and regional and local groups. Develops and nurtures relationships with stakeholders.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Inspects vehicles for compliance with the Motor Carrier Regulatory Act; size, weight, and load laws; safety rules and regulations; state tax laws; contraband; materials inspections; and licenses, certificates, and permits.
2. Performs various duties associated with the enforcement of laws and regulations.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists in the operation of stationary and portable scales, enforcing the statutes of Mississippi addressing legal weight limits and regulatory compliance.

Performs checks of commercial vehicles for compliance with safety rules and regulations, medical and road test certificates, hazardous material, and motor coach inspection.

Investigates reported violations of motor carrier regulatory laws and rules and safety rules and regulations.

Reads and becomes familiar with policies and regulations pertaining to enforcement of state laws.

Checks all import notices from carriers importing petroleum products from another state into Mississippi.

Maintains a running count of all trucks crossing scales and assists in enforcing their compliance with laws requiring proper tags and registration.

Submits written reports; testifies at appeals hearings and in court.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.