**Occupational Group:** Skilled Trades and Transportation

**Class Group:** Transportation Inspectors

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| **Class Code** | **Class Title** | **Occupational Role** | **Pay Plan** | **Pay Grade** |
|  | VIN Inspector | Technical | Current |  |

**CONCEPT:**

Inspects at a title registration office where incumbents verifies vehicle identification numbers, odometer readings, and engine compartment data on vehicles subject to titling.

**TASKS:**

* Detects title or registration law violations and fraud associated with the purchase of vehicles.
* Examines the vehicle identification number, odometer reading and engine compartment data for signs of tampering or alteration.
* Examines vehicle titles for accuracy, authenticity and evidence of alteration.
* Receives and records cash receipts; prepares tabulations of receipts; deposits monies collected and maintains complete and accurate fiscal records.
* Provides information concerning Motor Vehicle Enforcement program to the general public.

**LEVELS OF WORK:**

* Class Group consists of one class.

**MINIMUM REQUIREMENTS:**

* High School diploma or equivalent.
* Some positions may require additional minimum requirements that will be specified on the position description.

**CONTRIBUTOR LEVELS:**

Contributor levels are a range of work within a class that allows for a progressive increase of responsibility and employee competency. Progression through a contributor level is dependent upon management discretion, the availability of funds, increase of responsibilities, and the employee’s acquisition of competencies and job performance. Specific career plans are designed for employees by their agency that are tailored to the organization and mission of each activity using the below framework and the established pay plan for the class.

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| --- | --- | --- | --- | --- |
| **MINIMUM MAXIMUM** | | | | |
| **VIN INSPECTOR** | | | | |
|  | **Recent**  **Contributor** | **Experienced**  **Contributor** | **Independent**  **Contributor** |  |
|  | * Under close supervision, performs most of the assigned tasks where learning laws and regulations and developing inspection techniques, but receive training in the regulatory and consultative functions of the job. * Set procedures and established sequence of work. * Instructions with new assignments or changes in the work routine. * Limited decision making due to specific and detailed guidelines, instructions, and procedures for all aspects of the work. * Some judgment is used to maintain established service. * Employees are responsible for accurate application of standard methods, techniques, and procedures.   **Performance Range for Core Competencies:**   * Job Responsibilities –Learner Knowledge to Experienced Knowledge | * Performs the full range on tasks requiring judgment and experience in enforcing laws and regulations relating to regulating of motor vehicles and drivers. * Independent decision making within established procedures and standards. * Some positions must possess Commercial Vehicle Safety Alliance CVSA) Level III   **Performance Range for Core Competencies:**   * Job Responsibilities –Experienced Knowledge to Expert Knowledge | * Provides technical guidance and instruction as a working supervisor to less experienced employees for the duration of a given task. * Monitors the work of less experience staff to ensure standardization within assigned work area. * Independent decision making to adapt methods to the situation. * Outcomes and results reviewed for adequacy of conclusions and soundness of procedure and methods.   **Performance Range for Core Competencies:**   * Job Responsibilities –Expert Knowledge to Transferring Knowledge |  |