

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Motor Vehicle Investigator

Definition

Performs field inspection and investigation work relating to vehicle fraud, vehicle theft, vehicle registration or conducts safety audits on new motor carriers applying for interstate authority and compliance reviews on existing motor carriers; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Conducts investigations concerning misdemeanor or felony violations pertaining to driver license, theft identification, motor vehicle registration, vehicle recyclers, and dealer licensing by obtaining statements from witnesses and checking documents and records for authenticity; files criminal charges with appropriate county, state, or federal prosecuting attorney's office; makes arrests and transports violators when necessary.

Contacts county treasurer's offices in a multiple county area to convey information or assist with the resolution of problems relating to motor vehicle registrations; examines state documents and registration plates held by county treasurers to insure that programs are in compliance with state regulations.

Inspects specially constructed or reconstructed vehicles to determine legality of body or equipment and proper registrations.

Inspects buildings, reviews zoning and firewall requirements, and reviews leases of persons making application for new or used car dealer licenses; inspects all truck, mobile home, and travel trailer dealer license applications.

Compiles facts and cited violations for evidence at trial and/or hearing and computes civil fines.

Investigates alleged fraudulent practices relating to the sale or transfer of motor vehicles, alterations of vehicles serial number, falsification of notary seal, failure to collect fees, and similar cases of non-compliance with provisions of the Iowa Code or departmental regulations.

Documents investigations to indicate the status of the cases by compiling written reports.

Reviews the records of licensed dealer and vehicle recyclers for compliance with Iowa Code provisions and departmental rules and regulations; investigates complaints and testifies at hearings relating to complaints involving dealers.

Conducts training sessions on dealer license, titles, and registrations.

Inspects and weighs vehicles and drivers for compliance with all state and federal laws.

Conducts compliance reviews on existing motor carriers including inspection of: driver qualification records, driver hours of service logs, motor carrier drug testing records, insurance requirements, safety management and maintenance programs and other records and equipment.

Verifies motor carrier compliance with applicable recordkeeping requirements and conducts level 5 commercial vehicle inspections at the motor carrier place of business.

Prepares appropriate reports after the audit of a new entrant carrier safety audits and motor carrier compliance reviews. Analyzes relevant data and educates motor carriers on needed improvements.

Competencies Required

Knowledge:

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Clerical — Administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation and certification from an academy approved by the Iowa Law Enforcement Academy (ILEA), and experience equal to two years of full-time peace officer work in the application, interpretation, investigation, and enforcement of motor vehicle laws and regulations.
- 2) A minimum of thirty semester hours of accredited college or university course work in one or more of the following areas: law enforcement, corrections, criminal justice, criminology, police science, accounting, finance, or law.
- 3) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Motor Vehicle Officer.

Notes

Some positions in this class may require certification as a peace officer at the time of application.

Certain positions must, within six months of employment, become Commercial Vehicle Safety Alliance certified for level 1 commercial vehicle inspections, including hazardous materials and cargo tanks, and must maintain annual certification requirements.

All qualified applicants who have not obtained peace officer certification from an approved Iowa Law Enforcement Academy (ILEA) course of instruction must be eligible for enrollment in the Iowa Law Enforcement Academy training program in accordance with Iowa Administrative Rule 501 Chapter 2. Screening for the Academy includes:

- a) Pass drug-screening requirements.
- b) Pass a background investigation (including a fingerprint search).
- c) Have no felony convictions or involvement in crimes of moral turpitude.
- d) Pass a physical agility test.
- e) Willingness to use force when necessary to fulfill duties of job.
- f) Have uncorrected visions of not less than 20/100 in both eyes (corrected to 20/20) and normal color vision.
- g) Have normal hearing in each ear.
- h) Is examined by a licensed physician or surgeon and meets the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
- i) Pass cognitive and personality tests.
- j) Pass a firearms qualifying test.

- k) Pass a polygraph test.
- l) All applicants must be at least eighteen years of age, be United States citizens, be an Iowa resident at time of employment, and possess a valid Iowa Driver's License.

Effective date: 10/15 KF