Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Motor Vehicle Officer Series

Classes in the Series

Series 1:		Series 2:	
Class Code	**Class Title**	**Class Code**	**Class Title**
86360	Motor Vehicle Officer	86360	Motor Vehicle Officer
86361	Motor Vehicle Sergeant	86340	Motor Vehicle Investigator

Series Concept

Positions in this series are Certified Peace Officers responsible for enforcing state laws and federal regulations on commercial vehicles and drivers to protect public property and life. These positions also ensure the preservation of the highway system and enhance highway safety through the inspection of commercial vehicles and drivers for compliance with federal and state laws and regulations.

Class Distinctions

Motor Vehicle Officer

Positions check commercial motor vehicles and drivers for compliance, including licensing, equipment, logbooks, and health certificates, observe driver for impairment and place unsafe drivers and vehicles out of service. This is the first level of a four-level Motor Vehicle Officer series and is distinguished from the Motor Vehicle Sergeant, which serves as a lead worker to lower level officers or as a Hazardous Materials Officer.

Motor Vehicle Sergeant

Positions at this level serve in one of the following capacities:

1. Positions serve as lead workers to other staff and assist supervisor by instructing employees, answering questions, and distributing, balancing and checking work; may make suggestions on selections, promotions and reassignments.
2. Positions serve as Hazardous Materials Officers who possess extensive knowledge in Federal Motor Carrier Materials Regulations and are responsible for enforcing the safe movement of hazardous materials on Iowa highways.

Motor Vehicle Investigator

Positions at this level conduct general and criminal investigations relating to vehicle titling and registration, vehicle licensing, drivers license fraud, use tax fraud, odometer tampering, and stolen vehicles. These positions also have regulatory functions including vehicle theft examinations, Vehicle Identification Number verifications, dealer on-site inspections and audits, and licensing of reconstructed and specially constructed vehicles. These positions serve as an expert resource to various local, county, state and federal agencies as well as the general public on motor vehicle laws. In addition to normal investigation duties, some positions will also perform safety audits of new motor carriers applying for interstate authority and compliance reviews of existing motor vehicle carriers.

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