

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Motor Vehicle Investigation

SERIES NO.:

2432

MAJOR AGENCIES:

Public Safety Only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the motor vehicle investigation occupation is to conduct criminal investigations & enforce Ohio motor vehicle laws & agency guidelines.

At the full performance level, incumbents conduct criminal investigations (e.g., odometer tampering; odometer fraud; title jumping; title fraud; selling without legal title; failure to deliver title; forgeries & falsifications; tampering with records), file criminal charges & ensure compliance with Ohio motor vehicle laws & agency guidelines.

Note: This series is restricted to use by Department of Public Safety, Bureau of Motor Vehicles only.

CLASS TITLE:

Motor Vehicle Investigator

CLASS NUMBER:

24321

EFFECTIVE DATE:

08/27/2000

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of criminal investigative techniques & procedures, state motor vehicle titling, registration & related government regulations in order to conduct criminal investigations (e.g., odometer tampering; odometer fraud; title jumping; title fraud; selling without legal title; failure to deliver title; forgeries & falsifications; tampering with records), file criminal charges & enforce Ohio motor vehicle laws & agency guidelines.

CLASS TITLE: Motor Vehicle Investigator	CLASS NUMBER: 24321	BARGAINING UNIT: 014
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EFFECTIVE DATE:
08/27/2000

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts criminal investigations (e.g., odometer tampering; odometer fraud; title jumping; title fraud; selling without legal title; failure to deliver title; forgeries & falsifications; tampering with records; possession of criminal tools; selling motor vehicles without licenses; illegally obtained driver licenses, license plates, vehicle registrations, identification cards, & handicap parking permits) in response to complaints & requests from public, various Bureau of Motor Vehicle (i.e., BMV) divisions, Motor Vehicle Dealer Board, Motor Vehicle Salvage Board, various prosecutors, & federal, state & local law enforcement, files criminal charges & enforces Ohio motor vehicle laws & agency guidelines (e.g., investigates dealership & salesperson applicants; inspects motor vehicle dealership & salvage facilities; locates & contacts individuals whose driving &/or registration privileges have been suspended, confiscates driver licenses &/or license plates; interviews individuals to include witnesses & suspects; performs investigations concerning hardship driver license requests &/or medical restriction cases & submits recommendations).

Participates with law enforcement & other government agencies in investigations & criminal prosecution of violators of Ohio motor vehicle laws (e.g., consults with prosecutors; files charges; conducts administrative investigations; searches computer database for evidence; audits financial records; assesses acquired evidence to determine appropriate course of action; presents investigative case reports as witness before dealer board; testifies in court), administrative board hearings & before grand jury); collects & preserves physical evidence (e.g., photographs, videotapes, computer data); provides expertise to law enforcement & other government agencies in retrieving digitalized images & investigating fraudulent driver licenses & id cards; provides training to other agencies on LEADS (i.e., Law Enforcement Automated Data System), dealer & salvage dealer laws & driver license & id card issuance & to promote compliance with laws pertaining to motor vehicle sales & titles; assists judges, prosecutors & law enforcement agencies on procedures & records maintained by Bureau of Motor Vehicles.

Assists individuals attempting to reinstate driving privileges through compliance with requirements of Ohio motor vehicle laws, Bureau of Motor Vehicles & courts; searches out-of-state driver license & vehicle registration information from LEADS; responds to complaints; inspects deputy registrar locations & remedial driving schools; conducts physical inspections of motor vehicle dealerships, salvage dealerships, motor vehicle auctions & salvage auctions to verify compliance with various revised & administrative code requirements & inspects such businesses making application for special & in-transit registrations to verify & qualify need &/or valid use of such registrations; prepares inspection reports & prepares diagrams with dimensions & relative site characteristics as required; performs inspections to verify serial number of motor vehicles previously registered in another state.

Prepares accurate & concise investigative reports & maintains records of all investigations; collects & maintains information, records & court documents as required for filing charges; analyzes legislative changes in order to determine effect on policy, procedures, inspection requirements & enforcement of criminal statutes; operates motor vehicle in order to perform on-site investigations & inspections; answers phone calls from complainants.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio laws & departmental guidelines relating to motor vehicle enforcement; criminal investigation procedures & techniques; employee training & development*; public relations; law enforcement; supervisory principles/techniques*; management*. Skill in operation of motor vehicle; personal computer*. Ability to write & review criminal investigation reflecting caseload of district; handle sensitive inquiries from & contacts with courts, related professionals & general public; read & interpret motor vehicle government regulations & agency guidelines.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in criminal justice; valid driver's license.

-Or 24 mos. exp. as law enforcement officer; valid driver's license.

-Or 12 mos. trg. or 12 mos. exp. in investigative procedures & techniques to include report writing, collecting data, & interviewing suspects/witnesses; 12 mos. trg. or 12 mos. exp. in conducting criminal investigations of odometer fraud,

odometer tampering & fraudulent driver's license, id cards & vehicle registration; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to angry or hostile vehicle owners, vehicle dealers, vehicle salespersons & suspended drivers; exposed to inclement weather at vehicle auctions & salvage yards; exposed to dirt & mud at salvage yards.