

**STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION**

<u>CLASSIFICATION SERIES:</u> Watercraft Records	<u>SERIES NO.:</u> 2694
<u>MAJOR AGENCIES:</u> Natural Resources, only	<u>EFFECTIVE DATE:</u> 08/20/2006

SERIES PURPOSE:
The purpose of the watercraft records occupation is to provide watercraft information/records to general public, law enforcement, county, state & federal agencies.

At the first full performance level, incumbents provide general or confidential information/records to answer inquiries from general public, law enforcement officials, federal, state, county, city & local government officials.

At the second full performance level, incumbents act as lead worker over lower-level watercraft records specialists & other employees assigned to lower-level classifications assigned to title/registration section & more complex title/registration problems

At the supervisory level, incumbents plan, coordinate & monitor Division of Watercraft's statewide Registration programs & supervise assigned personnel.

This classification series is for use by the Ohio Department Of Natural Resources only.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Watercraft Records Specialist 1	26941	26	01/09/2005

CLASS CONCEPT:
The full performance level class works under general supervision & requires working knowledge of watercraft records, laws & procedures in order to provide general & confidential information or records regarding information contained in statewide watercraft title & watercraft registration systems to various entities (e.g., general public, law enforcement officials, federal, state, county, city & local government officials) via telephone, fax, e-mail, in writing or in person & perform watercraft title & registration research.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Watercraft Records Specialist 2	26942	28	01/09/2005

CLASS CONCEPT:
The second full performance level class works under general supervision & requires considerable knowledge of watercraft records, laws & procedures in order to act as lead worker (e.g., provide work direction & training over lower-level watercraft records specialists & other employees assigned to lower-level classifications in title/registration section & resolve more complex title/registration problems.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Watercraft Records Specialist Supervisor	26945	12	08/20/2006

CLASS CONCEPT:
The supervisory level class works under direction & requires thorough knowledge of watercraft records, laws & procedures in order to plan, coordinate & monitor Division of Watercraft's statewide Registration programs & supervise assigned personnel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Watercraft Records Specialist 1	26941	09	01/09/2005	26

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.)

Provides general & confidential information or records regarding information contained in statewide watercraft title & watercraft registration systems to various entities (e.g., general public, law enforcement officials, federal, state, county, city & local government officials) via telephone, fax, e-mail, in writing or in person, performs watercraft title & registration research & searches via mainframe & personal computer based computer systems, micro-tape & microfiche mediums & manual paper systems & provides informal title & registration law interpretations for various entities.

Receives written, typed &/or electronic copies & reports of watercraft titles & registrations from all 88 county clerk of courts & from over 250 watercraft registration agents statewide; operates personal computer & performs variety of computerized tasks (e.g., performs validation of record content; reviews records to determine possible criminal activity to include fraudulent serial numbers, illegal transfer of ownership & possible theft & turns same over to proper law enforcement officials; determines errors & performs corrections & edits to record content; performs data clean up to existing records; enters watercraft records via scanning/verification/up-load processes, other electronic means & manually; submits records & reports to higher-level positions as required; gathers & compiles information for activities reports; maintains work records; provides copies upon request or on scheduled basis).

Completes forms & reports via computer, typewriter & manually; researches, gathers & compiles information &/or copies; answers telephones; responds to letters, e-mails & in person inquiries; participates in organization & preparation of records for microfilming or records retention; opens & distributes mail; makes copies; maintains & updates electronic, paper & other mediums of files; attends periodic training sessions & departmental/divisional functions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; office practices & procedures*. Skill in typing; operation of video display/ computer terminal, word processor, photocopier, microfiche reader/printer, laser printer & astromatic file*. Ability to apply principles to solve practical, everyday problems; add, subtract, multiply & divide whole numbers; copy material accurately & recognize grammatical & spelling errors; maintains accurate records; gather, collate & classify information about data, people or things; answers routine telephone inquiries from public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in public relations; 1 course or 3 mos. exp. in computer data entry, typing or word processing.

-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:

Not applicable.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Watercraft Records Specialist 2	26942	09	01/09/2005	28

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.)

Acts as lead worker (e.g., provides work direction & training) over lower-level watercraft records specialists & other employees assigned to lower-level classifications in title/registration section, resolves complex title/registration problems, provides advice & assistance to general public, law enforcement & governmental agencies with complex title/registration problems, ensures prompt & accurate record processing & maintenance by section staff, researches previous state records & contacts other state agencies to obtain necessary title/registration information.

Provides general &/or confidential watercraft titles/records via Watercraft Information System (i.e., WIS) to public, law enforcement & various governmental agencies; performs watercraft title & registration research & searches; provides informal title & registrations information to statewide clerk of courts offices & statewide registration agents; performs records validation & review to determine possible criminal activity & forwards to appropriate enforcement officials; enters watercraft records; creates & maintains statewide masterfile for originally entered boat numbers & enters information from registration applications into computer for historical purposes.

Receives & reviews serial number applications; approves &/or denies applications; assigns serial number & notifies data processing section of current registered watercraft; determines &/or contacts applicants, in writing, if further information &/or evidence of ownership is needed; refers applicants to area office to obtain physical inspection of watercraft & advises area office of information requested from physical inspection.

Receives & independently processes out-of-state notices to determine if previously registered boats are out-of-state; locates & updates title & lien records; notifies government agencies & lending institutions of boat location; notifies county offices to cancel outstanding titles; receives stolen watercraft reports & researches to determine if located in Ohio.

Independently corresponds to public & government agencies regarding title/ registration errors; maintains & updates correspondence files for pending response; upon receipt, pulls correspondence, researches existing files & submits correction information to supervisor for response; compiles & submits monthly activity reports to supervisor; monitors & ships supplies (e.g., forms, serial plates).

Answers section phones; opens & distributes mail; makes copies; prepares files for microfilming & record retention; reviews & edits microfilming & requests revisions if necessary; organizes & updates microfilming for internal use; updates & maintains files (e.g., stolen boat, owner citation/conviction, correspondence/reference); attends meetings & seminars in supervisor's absence; prepares & maintains reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; public relations; office practices & procedures. Skill in typing; operation of personal computer & laser printer*. Ability to apply principles to solve practical, everyday problems, add, subtract, multiply & divide whole numbers; copy material accurately & recognize grammatical & spelling errors; maintain accurate records; gather, collate & classify information about data, people or things; answers routine telephone inquiries from public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in watercraft records practices & procedures; 2 courses or 6 mos. exp. in computer data entry, word processing or typing.

-Or 12 mos. exp. as Watercraft Records Specialist 1, 26941.

-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:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Watercraft Records Specialist Supervisor	26945	EX	08/20/2006	12

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.)

Plans, coordinates & monitors Division of Watercraft's statewide Registration programs & supervises assigned personnel (e.g., plans & directs work assignments/schedules; transmits decisions; authorizes leave & training requests; pre-screens, interviews & hires for vacancies; evaluates, trains, counsels, recommends &/or initiates discipline/removals; coordinates & monitors statewide Watercraft registration/titling activities such as research, data processing & titling; assists in development of policies & procedures; assists in development of section goals & objectives; provides informal interpretation of registration/titling laws & rules; evaluates & analyzes registration/titling procedures to ensure expedient, accurate & courteous customer service to public, governmental agencies & department/division personnel).

Prepares reports & position papers; reviews &/or recommends legislation; oversees contracts/agreements; prepares budget & inventory needs; recommends/authorizes expenditures & staff equipment needs; reviews & approves section payroll; serves as primary assistant to Registration/Titling Manager; coordinates creation & updating of titling/registration activities (e.g., forms, processes); oversees statewide Registration/Titling notification process & Registration/Titling records management (e.g., data cleanup/correction, retention record maintenance; ensures accuracy of records); conducts section staff meetings; attends management staff meetings; represents Division & Registration/Titling Manager at various meetings & functions.

Serves as liaison with various governmental agencies & interest groups (e.g., Bureau of Motor Vehicles, Clerk of Courts, sister divisions, law enforcement agencies); gathers, compiles & calculates information, provides statistical analysis reports; performs clerical duties (e.g., answering phones, filing, faxing, copying, data entry); makes corrections or returns corrections of Registration/Titling records; performs public relations activities (e.g., advises public of proper procedures to ensure prompt, legal boat registration issuance governing non-release of information when boat accidents occur involving fatalities or pending investigation); responds verbally, or in writing, to complex &/or sensitive inquiries/issues from public, governmental agencies, law enforcement officials & Department/Division personnel regarding Registration/Titling research, records, procedures & court orders; participates in group task forces; attends training conferences, seminars & workshops.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; supervisory principles & techniques*; employee training & development; public relations; watercraft records; office practices & procedures*; interviewing. Skill in word processing; operation of personal computer, microfiche & microfilm reader. Ability to define problems, collect data, establish facts & draw valid conclusions; add, subtract, multiply & divide whole numbers; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in business administration, business management or accounting; 24 mos. trg. or 24 mos. exp. in watercraft records practices & procedures; 24 mos. trg. or 24 mos. exp. in supervision.

-Or 36 mos. exp. as Watercraft Records Specialist 2, 26942.

-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:

Not applicable.