

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Deputy Registrar Field Representative

SERIES NO.:
6336

MAJOR AGENCIES:
Public Safety-Bureau of Motor Vehicles only

EFFECTIVE DATE:
03/07/2004

SERIES PURPOSE:

The purpose of the deputy registrar field representative occupation is to conduct onsite visitations & complete periodic & special assignments in order to oversee, monitor & evaluate & provide training, technical assistance & direction to contractual personnel in assigned deputy registrar agencies, in assigned territory.

CLASS TITLE:

Deputy Registrar Field Representative

CLASS NUMBER:

63361

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of laws, rules & procedures governing deputy registrar operations in order to conduct onsite visitation & complete periodic & special assignments necessary to oversee, monitor & evaluate & provide training, technical assistance & direction to contractual personnel in assigned deputy registrar agencies, in assigned territory.

CLASS TITLE: Deputy Registrar Field Representative	CLASS NUMBER: 63361	BARGAINING UNIT: 014
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EFFECTIVE DATE:
03/07/2004

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.)

In assigned territory, oversees, monitors & evaluates assigned deputy registrar agencies by conducting onsite visitations (e.g., checks on depository & mailing by reviewing end of day reports since previous visit; verifies & picks up items for return to bureau of motor vehicles warehouse to keep deputy registrar agency free of salvage plates, obsolete items & returned items for credit; checks weekly submission of affidavits for any missing chargeable items to ensure they are completed & timely mailed as required ; reviews randomly selected applications for vehicle registration & operator licenses to ensure accuracy & print quality; monitors deputy registrars to assure contract compliance; visually checks physical organization & cleanliness of agency to include floors, windows, counters, equipment, employees, office & parking lot; places all interim orders of supplies & advises deputy registrar to monitor inventory levels & place interim orders; transfers supplies between assigned deputy registrars; follows-up on completion of cashier letters, debit memos & correspondence), completes periodic assignments (e.g., reviews chargeable & non-chargeable inventory; completes cash audits form; investigates & writes special reports & recommends corrective action as needed; completes site & periodic evaluations of ongoing deputy registrar's performance used to assist employer in determining deputy contract awards & to identify needed training) & special assignments (e.g., conducts physical inventory/makes assessments upon notification of break-in, agency theft or arson loss of property & notify & cooperate with proper authorities; takes necessary action & processes appropriate paperwork to address deputy registrar changes, deputy registrar moves to new location & new deputy registrars & new locations; verifies end-of-year inventories; conducts quality control inspections to ensure all procedures & responsibilities are efficiently & timely performed & comply with contract & BMV policies & procedures) & provides training, technical assistance & direction (e.g., offers suggestions; responds to inquiries; resolves/mediates issues; advises of changes in legislation) to contractual personnel in assigned deputy registrar agencies.

Conducts site evaluation & assists in selection for potential deputy registrar locations (e.g., provides information & input to tenants, landlords & other offices within assigned agency; coordinates & assists in establishing one-stop-shops through cooperation of state, city & other governmental agencies; makes routine visits to worksite to monitor project during all phases; provides information, drawings &/or measurements which effect design of deputy registrar agency & location of equipment & fixtures).

Transports &/or installs & troubleshoots with assistance/maintains equipment & materials to assigned deputy registrar agencies (e.g., replaces defective/insufficient parts & components; backs-up hard drives; makes needed adjustments for picture or print quality & signature threshold; disconnects/reconnects equipment; operates all camera & computer equipment as necessary); completes & maintains required records, correspondence & reports; reports daily visits by operating DRS terminal or if equipment/system is down, reports in by telephone; operates motor vehicle to transport equipment & supplies; addresses all public complaints relative to assigned deputy registrar agencies in assigned territory.

MAJOR WORKER CHARACTERISTICS:

Knowledge of laws, rules, regulations & procedures governing operations of deputy registrar agencies & field representative manual; public/human relations. Skill in operation of computer hardware, state - licensed software & peripheral equipment; digital cameras*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & maintain variety of records, reports & correspondence; handle routine & sensitive telephone & in-person contacts with deputy registrars & their staff, other government & law enforcement personnel & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. exp. as office manager or assistant office manager in deputy registrar agency in Ohio; valid driver's license.

-Or 2 yrs. exp. working in Ohio Department of Public Safety, Bureau of Motor Vehicles, in position dealing with issuance of operator licenses & vehicle registration; 6 mos. trg. or 6 mos. exp. in operation of computer hardware, software & peripheral equipment; 1 course or 3 mos. exp. in typing or word processing; valid driver's license.

-Or 2 yrs. exp. in position involved in reviewing documents for accuracy, completeness &/or compliance with reporting guidelines, laws & rules; 6 mos. trg. or 6 mos. exp. in operation of computer hardware, software & peripheral equipment; 1 course or 3 mos. exp. in typing or word processing; 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:

Must maintain current driver's license as required by law.

UNUSUAL WORKING CONDITIONS:

Requires travel on daily basis, often to more than one deputy registrar agency; may be required to work overtime; required to carry pager; may be on-call in accordance with departmental policy; may be exposed to inclement weather while driving from one deputy registrar's office to another.