



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CERTIFIED DRIVER'S TEST ADMINISTRATOR II

Job Number: 20000715

Job Code: 24620V231216

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 10/16/1995

Job Revised: 12/16/2023

Grade: 11	Salary (MIN - MID):	Special Entrance Rate:
	\$15,695-\$23,543 - Hourly	NONE
	\$2,550.44-\$3,825.74 - 37.5 Hr. Monthly Salary	NONE
	\$2,720.48-\$4,080.80 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers written motor vehicle driver's license examinations for Class A, B, C, D or M licenses and road test examinations for Class D and M licenses. Processes and fingerprints applicants for Commercial Driver Licensed Hazardous Materials Endorsement and/or administers bi-optic examinations for visually impaired applicants; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years experience as a driver's testing examiner.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 21 years of age. Must possess a valid driver's license prior to employment in this job classification. Must possess current certification as a driver's examiner issued by the American Association of Motor Vehicle Administrators. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee has four years of experience as a licensed driver upon appointment into this job

classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. [http:// www.aamva.org/](http://www.aamva.org/)

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves several counties in the capacity of certified examiner. Provides information and explains procedures to the general public. Greets and interacts with applicants, receives and analyzes personal information to verify eligibility, provides clarifying information to applicants with questions surrounding the licensing process, and documents the results of each examination. Handles special requests for information on Commercial Driver Licenses (CDL). Processes and fingerprints applicants for Commercial Driver Licensed Hazardous Materials Endorsement as Federally mandated. Operates electronic fingerprint and photography equipment. Reviews and determines eligibility of applicants for driver's license. Examines applicants by means of oral, written, performance and vision tests. Sets up equipment and performs minor administrative tasks. Assists in record processing and management activities to process and maintain records. Makes appointments for special tests. Administers bi-optic examination for applicants that are visually impaired.

UNIQUE PHYSICAL REQUIREMENTS:

Will need to be able to repeatedly get in and out of vehicles during the work day in the performance of testing duties.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.