



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VEHICLE REGULATION SPECIALIST

Job Number: 21002684

Job Code: 96060V230916

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 03/16/2019

Job Revised: 09/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

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.*

Provides direct assistance to the general public and Department of Vehicle Regulation staff in all aspects to include advance level verification of complex applications for vehicle licensing, vehicle titling, driver licensing, and collection of taxes and issuance of credentials.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of professional administrative, business, or management experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Administrative, business, or management experience, or a related field, will substitute for the required education on a year-for-year basis.

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

NONE

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.*

Conducts advance level verification of complex applications submitted for the issuance of Motor Carrier credentials, license plates, and Driver License records. Assures compliance of all state and Federal regulations, laws, guidelines, policies, procedure and jurisdictional agreements. Analyzes status data for insurance fraud, financial status and enforcement clearance. Promotes use of Departmental electronic processes and demonstrates same with general public with utilization of One Stop Shop work stations. Performs over-ride and approval functions on multiple and complex systems. Issues, renews, cancels and reinstates Federal and state authorities and credentials associated with the Department of Vehicle Regulation. Provides direct assistance to taxpayers in regards to filing, auditing, amending returns, updating tax accounts, reviewing and assessing tax filings. Receives tax payments and provide guidance on tax laws and requirements, assist with resolving account delinquencies. May serve as back-up approver for Supervisor, including over-ride functionalities relating to credentials and financial systems, on both State and Federal level. Responsible for daily reconciliation of processes performed and fees collected.

UNIQUE PHYSICAL REQUIREMENTS:

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

Incumbents working in this job title typically perform duties in an office setting and interact with the general public, as well as county and state officials.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title 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.