

Driver License Examiner

Job Code	Job Title	Pay Grade
8216K1	Driver License Examiner	23
8218K1	Driver License Examiner Specialist	25
8215K1	Driver License Examiner Coordinator	26

CONCEPT:

Examines, evaluates, and investigates the eligibility of individuals to be licensed to operate vehicles on roadways.

TASKS

- Provides information to applicants regarding licensing application procedures.
- Administers oral, visual, written and road test to license applicants for vehicle operator license, motorcycle license, commercial and non-commercial license.
- Performs eye exams.
- Captures records and verifies applicant's information, signature, photograph and/or fingerprints.
- Processes and evaluates applications, records, source documents and various laws and regulations in order to determine eligibility for licensure.
- Researches and resolves complaints.
- Ensures applicants are qualified for a KS driver's license by looking for signs of counterfeiting and fraud.
- Asks follow up questions when indications of possible fraud are evident.
- Determines when an applicant should be required to take a complete test of motor vehicle ability.
- Issue license to individuals meeting standards.
- Collects and records fees for licensure.
- Prepares daily transaction reports.
- May conduct training.
- May involve supervision.
- May require travel to other examining stations.

LEVELS OF WORK

- Class Group consists of three classes.

Driver License Examiner: The work involves conducting driver license examinations to determine the eligibility of applicants for licensure, and applying the various laws, rules and regulations in making these determinations. Duties include giving road tests, performing eye examinations, and scoring written examinations for new driver licenses or renewals. Some positions may travel to other assigned DLE locations within the region to conduct examinations, and assist and relieve DLE staff as needed.

Minimum Requirements:

High school diploma or equivalent and a valid driver's license and a good driving record.

Driver License Examiner Specialist: At this level some positions may be supervisory and administrative work managing a small station which includes preparing daily reports, accounts for money received for license fees, initiating orders for supplies, and submits budget requests for the assigned driver license exam station. On some positions other duties may include: frequent travel to other DL locations, conducting difficult or more involved examinations including special road tests for commercial licensees. Researching and resolving problem cases and complaints, determining when an applicant should be required to take a complete test of motor vehicle ability, due to physical or mental condition; and authorizing the issuance of temporary driving permits.

Minimum Requirements: High School Diploma or equivalent, a valid driver's license, a good driving record and six months experience in examining and licensing individuals to operate vehicles on public highways, roads and streets. Education and/or experience may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Some positions in this class may require passing a drug screen in order to administer CDL examinations.

Driver License Examiner Coordinator: Assists in managing and directing the work of a large urban Driver License Examination Station. Incumbents develop rules and procedures for the office; conducts evaluations, feedback sessions, counseling sessions and training as necessary; prepares weekly activity reports and electronic fund transfers; and conducts driver license examinations.

Minimum Requirements: High School Diploma or equivalent, a valid driver's license, a good driving record and one year of experience in examining and licensing individuals to operate vehicles on public highways, roads and streets and 1 year of supervisory experience. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Some positions in this class may require passing a drug screen in order to administer CDL examinations.

REF: 12/13

REV: 9/14

REV: 6/23

REV: 6/24