

Vehicle Identification Numbers Inspectors

Job Code	Job Title	Pay Grade
1031K1	Vehicle Identification Number Inspector	20
1032K1	Vehicle Identification Number Inspector Lead	21
1033K1	Vehicle Identification Number Inspector Supervisor	24

CONCEPT:

Inspects motor vehicles to ensure compliance with governmental regulations and safety standards for vehicle identification numbers, verifications and titles.

TASKS:

- Examines the vehicle identification number, odometer reading and engine compartment data for signs of tampering or alteration.
- Examines vehicle titles for accuracy, authenticity and evidence of alteration.
- Receives and records cash receipts; prepares tabulations of receipts; deposits monies collected and maintains complete and accurate fiscal records.
- Provides information concerning Motor Vehicle Enforcement program to the general public.

LEVELS OF WORK:

- Class Group consists of three classes.

Vehicle Identification Number Inspector- This level performs the routine examinations for vehicle identification numbers, verifications and titles.

Minimum Requirements: High School diploma or equivalent.

Vehicle Identification Number Inspector Lead – This level is the lead workers and may assist in the training of new Vehicle Inspection Number Inspectors. Oversees the activities of employees engaged in the examination of vehicle identification numbers, odometer readings, and engine compartment data on vehicles subject to titling.

Minimum Requirements: High school diploma or equivalent and one year experience in inspecting vehicle identification numbers and examining vehicle titles/ownership documents and registration documents. Education may be substituted for experience as determined relevant by the agency.

Vehicle Identification Number Inspector Supervisor – This level is the supervisor overseeing employees who performs the examinations. Provides information concerning the Motor Vehicle Enforcement program to the general public and prepares and submits appropriate administrative reports and forms required by the Kansas Highway Patrol.

Minimum Requirements: High school diploma or equivalent and two years of experience as a VIN Inspector Lead. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 5/22

REV: 6/24