



DRIVERS LICENSE EXAMINER
AND DRIVERS LICENSE EXAMINER SUPERVISOR

SCOPE OF WORK:

Work activities are associated with determining eligibility of and testing applicants for North Dakota motor vehicle operators' licenses. Positions are located within the Department of Transportation and at district offices throughout the state.

DUTIES PERFORMED AT ALL LEVELS:

- Determine applicant eligibility according to statutory and Department requirements.
- Administer vision examinations and determine applicable restrictions.
- Administer appropriate examinations related to the knowledge of driving laws and regulations.
- Administer driving tests to determine applicants' ability to safely operate the appropriate class of motor vehicle.
- Establish identity and citizenship status of all applicants prior to issuance of a credential.
- Interpret physician reports and apply required medical restrictions.
- Operate photo ID licensing equipment.
- Conduct vehicle inspections in accordance with state law and safety requirements.
- Establish and maintain working relationships with school administrators, driver education trainers, and local organizations.
- Collect appropriate license fees and follow receipting procedures; complete daily audit.
- Maintain necessary manual and automated records relating to the licensing process and license fees.
- Maintain supply and equipment inventories; maintain testing equipment.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

DRIVERS LICENSE EXAMINER I

5241

GRADE E

LEVEL DEFINITION:

This level of work is generally considered a training level. Individuals in positions classified at this level generally perform work under the guidance of a supervisor or lead worker and have specific guidelines available for performing new, unusual, or non-recurring activities.

CLASS CODES: 5241
5242
5243

ND Class Description
Drivers License Examiner &
Drivers License Examiner Supervisor

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

High school diploma or GED, possession of a valid drivers license, and a satisfactory driving record for the last five years.

DRIVERS LICENSE EXAMINER II
GRADE G*

5242

LEVEL DEFINITION:

Work at this level is considered a fully qualified working level. Work involves tasks of greater complexity and is performed more independently than at the previous level. Individuals in positions classified at this level provide task-specific training and guidance to entry-level examiners.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May serve as a team leader providing key communication between supervisors, coworkers, and the central office; maintains schedules to ensure coverage.
- May represent the Department at various public meetings.

MINIMUM QUALIFICATIONS:

High school diploma or GED, possession of a valid Class A operator's license, a satisfactory driving record for the last five years, International Driver Examiner Certification, and two years of drivers license examining experience.

DRIVERS LICENSE EXAMINER SUPERVISOR
GRADE I

5243

LEVEL DEFINITION:

This level is considered a working supervisor level. In addition to drivers license examining duties, positions assigned this classification have responsibility for overall operations of the drivers licensing sites.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

ND Class Description
Drivers License Examiner &
Drivers License Examiner Supervisor

CLASS CODES: 5241
5242
5243

- Train, delegate, monitor, and evaluate the work of assigned staff; make recommendations for disciplinary action as necessary.
- Resolve unusual problem situations encountered in the work unit.
- Audit ledgers and deposits.
- Enforce Department rules and regulations.
- Represent the Department at various meetings.

MINIMUM QUALIFICATIONS:

High school diploma or GED, possession of a valid Class A operator's license, a satisfactory driving record for the last five years, International Driver Examiner Certification, and three years of drivers license examining experience that included providing training and guidance, lead work, or supervision.

Eff. Date: 11/82 (Drivers License Examiner)

Rev: 04/85 – Added training level

Rev: 04/88 – Added supervisory level (Drivers License Examiner Supervisor)

Rev: 04/99 – Added working condition factor and minimum qualification statements at 2nd and 3rd levels

Rev: 07/00 – Changed minimum qualification statement of 3rd level at request of DOT

Rev: 07/12 – Conversion to Hay System; *Pay Grade Exception assigned (II level only)
7/12; NDAC 4-07-04-11 & 4-07-04-12

Rev: 01/15 – Revised minimum qualifications.

Rev: 04/18 – Revised duties and supervisor level minimum qualifications.