



DRIVER EXAMINATION JOB FAMILY

CAREER PATH

Driver Examination Clerk

An employee in this position is accountable for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. Decisions are made relative to the passing or failing of applicants based on well-defined guidelines. General supervision is provided by the immediate supervisor.

Knowledge, Skills, and Abilities

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of driver examination, as well as the laws, principles, and practices as they are related to implementation within the agency.

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Knowledge of and the ability to demonstrate successful operation and use of designated driver examination equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to position self and equipment necessary to perform duties.

Ability to read and comprehend written materials, as well as effectively and accurately document examination activities in handwritten reports.



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Ability to lift, move, and/or carry 50 pounds.

Ability to work outdoors and in inclement weather

Ability to work long hours while standing.

Ability to operate and maintain a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to demonstrate successful performance in the comprehensive analysis and problem solving.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Ability to perform job-related travel.

Ability to work hours as assigned.

Minimum Requirements:

High school diploma or equivalent.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Minimum Requirements specific to the Driver Examination Job Family that may apply and are dependent on assigned areas of responsibility:

- ❖ Must be at least eighteen years of age at the time of employment.
- ❖ Must possess and maintain a valid driver license.



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- ❖ Shall not have any conviction, indictment or pending litigation for any offense involving moral turpitude.
- ❖ Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 15

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 02/01/2025

Reviewed: 02/01/2025

Revised: --