

## LANCASTER COUNTY TITLE INSPECTOR

### NATURE OF WORK

This is a civilian position involving law enforcement work responsible for the inspection of out-of-state vehicles for applicants seeking Lancaster County titles.

Work includes physically inspecting motor vehicles and associated documents for applicants seeking Lancaster County titles and detecting and reporting stolen vehicles and parts. Work also includes use of the National Crime Information Center (NCIC) and other law enforcement resources to complete thorough investigations. Supervision is received from a higher level administrative superior with work being reviewed in the form of results achieved and adherence to departmental and applicable law enforcement guidelines.

### EXAMPLES OF WORK PERFORMED

Physically inspect out-of-state vehicles for applicants seeking Lancaster County titles in order to obtain mileage information and identify numbers from vehicle parts, including, but not limited to vehicle body, frame, engine and transmission; record vehicle identification numbers per established protocols.

Access numbers for comparison with Nebraska and National Crime Information Center's (NCIS/NCIC) lists of stolen vehicles and parts; inform Sheriff's Deputy of vehicle or vehicle parts which have questionable identification numbers; complete required inspection paperwork and filing tasks.

Review submitted paperwork for accuracy and authentication by comparing it to the national law enforcement databases.

Collect the proper fees and make an accurate cash deposit compared to receipts issued to customers.

Provide a legal remedy for customers who may own vehicles that fail inspections but do not appear stolen.

Perform related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of NCIC/NCIS teletype procedures.

Knowledge of motor vehicles and placement of identification numbers.

Ability to provide prompt, helpful and courteous service to the public.

Ability to understand, communicate and follow both oral and written instructions.

Ability to maintain effective working relationships with individuals representing community agencies and the general public.

Ability to store and maintain written records and computer files.

Ability to employ de-escalation techniques and to control hostile situations.

#### MINIMUM QUALIFICATIONS

Graduation from a high school or equivalent plus one year of experience in customer service; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Employees must possess and maintain a Certificate of Training from the Nebraska State Patrol Training Center for title inspection within 6 months of employment.

Employees must be certified by the Nebraska State Patrol as a motor vehicle title inspector within 6 months of employment.

Employees must be certified by the Federal Bureau of Investigations as a terminal user of the NCIC database within 6 months of employment.

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