

JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39503
Job Class Code:	510	Salary Schedule:	ASRECDFO
EEO Category:	05	Grade:	01
Workers Comp Code:	7720		

Job Code Established:	4/30/84	Effective Date:	4/30/84
Job Code Revised:	06/17/05	Effective Date:	3/01/05
Job Code Revised:	09/30/10	Effective Date:	06/26/10
Job Code Revised:	04/16/12	Effective Date:	05/01/12
Job Code Revised:	11/09/12	Effective Date:	11/01/12

JOB CODE SERIES: Motor Vehicle Safety Series

JOB CODE TITLE: ENFORCEMENT & COMPLIANCE RECRUIT

HRIS TITLE: ECD RECRUIT

CHARACTERISTICS OF THE JOB CODE: Functions in a learning role under close supervision and instruction of the policy academy instructors and an Enforcement & Compliance Sergeant. Responsible for learning: proper law enforcement practices and procedures; motor vehicle laws, rules and regulations; vehicle inspection techniques and procedures; and to interpret relevant motor vehicle laws, rules and regulations.

EXAMPLES OF DUTIES: Attend and successfully complete a basic police academy to obtain Arizona Peace Officer Standards and Training (AZ. P.O.S.T) Board Certification. During the on the job training period, individual positions may be responsible to learn and perform some or all of the following tasks and/or related duties: Inspect commercial vehicles at truck terminals, ports of entry, and on the road; trace origin and manufacturer's vehicle code numbers for identification; operate truck scale to weigh trucks for permits and fee-setting; give and receive information; collect and account for monies of specified amounts; review legal, medical and other motor carrier documentation in order to appropriately issue the necessary permits; investigate motor carriers for possible violations; examine records, rates, bills of lading, cargoes and permits, in office and in field; inspect school buses for safety and check for proper license of driver; audit vehicle dealerships and salvage operations; conduct sales of abandoned vehicles at auction; prepare records of sales and revenues; investigate reported and suspected violations in area of jurisdiction; assist program clients in completion of required motor vehicle forms.

WORK CONDITIONS: During the AZ P.O.S.T Certification period, the work is generally performed in a basic police training academy

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: basic math sufficient to calculate weight compliance, mileage, etc.

Skill in: interpreting relevant motor vehicle laws, rules and regulations; eliciting factual information and drawing valid conclusions; establishing and maintaining interpersonal relations with staff members and public clientele; operating permanent or portable scales

Ability to Learn: motor vehicle laws, rules and regulations; law enforcement practices and procedures; location of manufacturer's vehicle serial numbers, confidential codes on a wide variety of motor vehicles; calculate weight compliance, mileage, etc.; activity reporting procedures established for the work system

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:
High School Diploma or successful completion of a General Education Development (G.E.D.) examination

SPECIAL SELECTION FACTORS: A current valid Driver License appropriate to the assignment at the time of appointment may be required. Prior to attending a policy academy and/or receiving AZ P.O.S.T certification, a person shall meet the following minimum qualifications:

1. Be a U.S. Citizen
2. Be at least 21 years of age at the time of Academy graduation
3. Be a High School Graduate or have successfully completed a G.E.D. examination
4. Undergo a complete background investigation
5. Undergo a medical examination
6. Not have been convicted of a felony or any offense that would be a felony if committed in Arizona
7. Not have been dishonorably discharged from the United States Armed Forces
8. Not have been previously denied certified status, have certified status revoked or have current certified status suspended
9. Not have illegally sold, produced, cultivated or transported marijuana for sale
10. Not have illegally used marijuana for any purpose within the past three years
11. Not have illegally used marijuana other than for experimentation
12. Not have ever illegally used marijuana while employed or appointed as a peace officer
13. Not have illegally sold, produced, cultivated or transported for sale any dangerous drug or narcotic, other than marijuana
14. Not have illegally used a dangerous drug or narcotic other than marijuana, for any purpose within the past seven years
15. Not have ever illegally used a dangerous drug or narcotic other than for experimentation
16. Not have ever illegally used a dangerous drug or narcotic while employed or appointed as a peace officer
17. Not have a pattern of abuse of prescription medication
18. Undergo a polygraph examination
19. Not have been convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with a frequency within the past three years that indicates a disrespect for traffic laws or a disregard for the safety of other persons on the highway
20. Read, understand and agree to abide by the code of ethics