

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV39513</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>ASRECDFO</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>02</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>04/16/2012</b>	<b>Effective Date:</b>	<b>05/01/2012</b>
<b>Job Code Revised:</b>	<b>11/09/2012</b>	<b>Effective Date:</b>	<b>11/01/2012</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Motor Vehicle Safety Series

**JOB CODE TITLE:** ENFORCEMENT & COMPLIANCE OFFICER/FULL AUTHORITY

**HRIS TITLE:** ECD OFFCR/FULL AUTHORITY

**CHARACTERISTICS OF THE JOB CODE:** Under general supervision of an Enforcement & Compliance Sergeant, conducts vehicle registration and safety compliance enforcement activities such as inspecting, investigating, auditing and citing violators of state and federal motor vehicle laws, codes and regulations. The ECD Officer/Full has the authority to interpret, communicate and enforce all Arizona laws, administrative codes, regulations, policies and procedures including but not limited to those sections specifically related to motor vehicles, within established guidelines and within a defined geographical area.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Vehicle Port Inspection: Inspects commercial vehicles at truck terminals, ports of entry, and on the road. Operates truck scale to weigh trucks for permits and fee-setting; calculates, collects and accounts for fees; examines and assess legal, medical and other carrier documents; issues permits and plates; regulates motor carrier traffic entering and exiting the State; inspects cargos, bills of lading, permits, and drivers licenses; investigates motor carriers for possible violations; traces origin and manufacturer's vehicle code numbers for identification; assists and partners with various law enforcement agencies statewide; gives and receives information

Field Enforcement: Audits vehicles, dealerships and salvage yard operators; responds to and investigates suspected and reported violations and complaints in area of jurisdiction; cites and/or arrests violators; inspects school buses for safety and checks for proper license of driver; prepares records of sales and revenues; assists program clients in completion of required motor vehicle forms

**WORK CONDITIONS:** Stressful and sensitive work dealing with the public on a continual basis. Employees will be required to work in either the Vehicle Port Inspection program, located at the state ports of entry or the Field Enforcement program located within defined geographical areas statewide. Employees may be transferred from one program to another.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** 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; basic math sufficient to calculate weight compliance, mileage, etc.; activity reporting procedures established for the work system.

**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.

**EXPERIENCE AND EDUCATION:** Typical ways to obtain the KSAs would be:  
Graduation from a police training academy and successful completion of on the job training.  
Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs)

**SPECIAL SELECTION FACTORS:** Must possess and maintain Arizona P.O.S.T Full Authority Peace Officer certification and have attained permanent status prior to appointment. A current Arizona driver's license appropriate to the assignment is required at the time of appointment.