

**CLASS TITLE: SUPERVISOR OF LICENSE AND
REGISTRATION SERVICES FOR
INDIVIDUALS WITH DISABILITIES**

Class Code: 02419200

Pay Grade: 20A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the work of subordinates engaged in handling license and registration services for individuals with disabilities; to assist in the implementing of the Americans with Disabilities Act (ADA); and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Assistant Motor Vehicles Administrator with latitude for the exercise of judgement in the performance of duties; work is reviewed for conformance to Federal and State laws, divisional rules, regulations and instructions.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise, coordinate and review the work of subordinates engaged in:

examining applications for motor vehicle operators' licenses to determine that applicants are qualified according to law or regulation before issuing licenses to them; authorizing the renewal of licenses when applicants are eligible therefore;

examining applications for the registration of motor vehicles to determine that they have been properly executed; determining that such applications show that the vehicles proposed for registration are in their proper category; determining the proper fee for registration of such vehicles; when the requirements of law or regulations are met, authorizing the issuance of registration plates or tags for newly registered vehicles and for vehicles whose registrations have been renewed;

receiving, receipting and collecting fees received in payment for new and renewed motor vehicle operators' licenses and new and renewed registrations of all motor vehicles using public highways; and assessing and collecting taxes on casual sales of motor vehicles and on sales made by local dealers and by out-of-state dealers to Rhode Island residents.

To be responsible for preparing and presenting applications and reports to the State Medical Review Advisory Board.

To be responsible for adjusting complaints received from the public relating to the Section's activities and personnel.

To assist in reviewing and evaluating divisional programs in relationship to their conformance to the rules and regulations of the Americans with Disabilities Act.

To assist in the implementation of the employment provisions of the Americans with Disabilities Act (ADA) by: developing material to be used for training of staff members; and providing instruction and training to members of staff concerning their responsibilities under the law.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the laws regulating the issuance of motor vehicle operator's licenses and issuance of registrations for various types of motor vehicles; a thorough knowledge of the rules and regulations of the other civil rights legislation; the ability to plan, coordinate, supervise and review the work of subordinates engaged in the examination and authorization of the issuance of motor vehicle operators' licenses and motor vehicle registration, for individuals with disabilities, the receipt and accounting for license and registration fees, the assessing and collection of sales taxes on sales of motor vehicles, etc.; the ability to interpret the provisions of these laws as well as state discrimination laws concerning individuals with disabilities; the ability to meet the public and to adjust complaints relating to the activities and personnel of the Unit; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a community college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible position processing authorized licenses for the operation of motor vehicles and processing authorized registrations of motor vehicles; or, employment in a position supervising varied routine and difficult administrative tasks involving the making of determinations of accuracy and propriety of records or documents.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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