

**POSITION CLASSIFICATION PLAN
DEPARTMENT OF PUBLIC SAFETY
STATE OF IOWA**

August, 1964

**Public
Administration
Service**



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INTRODUCTION

Public Administration Service herein presents and describes the classes of work which constitute appropriate job groupings for all non-uniformed positions in the Iowa Department of Public Safety as of August, 1964. The Appendix is comprised of allocation lists which assign each position, whether filled or vacant, to one of these classes. The classes of work and the allocation lists, when adopted by competent authority, will constitute the official classification plan for the department.

DEVELOPMENT OF THE CLASSIFICATION PLAN

The proposed plan brings together similar positions into a single group of class for which the same title may be used. All pertinent factors have been considered in grouping these positions into classes. The chief element in this grouping these positions into classes. The chief element in this grouping is that positions must be sufficiently similar in kind of work and degree of responsibility so that they can be given similar treatment in personnel matters. In particular, duties of positions placed in a given class must be sufficiently alike that:

- (1) The same descriptive title can be used for all positions in the class;
- (2) The requirements of the positions, in terms of knowledges, abilities and skills can be measured or evaluated by similar tests or examinations used in the selection of employees;
- (3) The same pay scale can be applied with fairness to all positions in the class.

In order to classify positions properly, it was necessary to obtain complete information about the duties and responsibilities involved in each.

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This information was obtained in several ways. Each employee was provided a questionnaire in which he described his job in his own words. The statement of each employee was reviewed by his immediate supervisor who indicated whether the employee's statement was accurate and complete and also added information omitted by the employee. The original statements of employees, however, were not changed. The employee descriptions were then submitted to our survey staff who reviewed them carefully, noting any questions or further data desired. After this preliminary analysis, department heads and supervisors were questioned concerning the duties and responsibilities of employees under their supervision. In a number of cases, individual employees were also questioned. On the basis of the information so gathered, positions were grouped into classes and titled. Class specifications were written for each title. The class specifications comprise the major portion of this volume. Any position which was unique and not comparable to any other position was placed in a class by itself.

An attempt has been made to develop uniform and descriptive class titles which conform as much as possible to existing working titles. Since the classification plan must standardize approximately 420 jobs in the service, titles will necessarily be generalized for many positions. The proposed titles should be used in all payrolls, budgets, and for other official records. It is to be expected, however, that more appropriate working titles may better serve such purposes as signing correspondence or in other public or official contacts, and we recommend that the use of working titles as distinguished from official personnel titles be permitted wherever such action is consid-

ered appropriate by responsible departmental and personnel officials.

It should be borne in mind that the classification plan deals with the types of work existing at the time of the survey. It is not an attempt to evaluate what departments or employees should be doing, but what they are actually doing. It evaluates the duties which have been assigned, not the manner in which such duties are being performed. Classification deals with positions, not with individuals.

This volume represents the classification plan which has been developed for positions in the department as they exist in August of 1964. It must be recognized that the classifications are not static and that the plan is not intended to fix positions permanently into classes. The plan must be continually administered by the Public Safety Commissioner to reflect changes in assignments, organization and other factors which will affect duties. Close liaison must be maintained between the Commissioner and the Personnel Office to the end that class specifications provide proper basis for examinations which in turn will supply the department with the kinds and numbers of employees it needs.

The class specifications in this volume are preceded by an index of the various classes arranged by several occupational groupings. This index is not a divisional grouping as such, but basically a table of contents by which the various kinds of work may be located. The numbers in the left-hand column of the index represent, in effect, page numbers; they progress from low to high from the beginning to the end of the volume. This arrangement is intended to bring together those classes which are most closely alike in terms of the kinds of occupations and

to illustrate to employees, officials, and prospective candidates for employment, opportunities for promotion or improvement in the service. Thus, the person wishing to look up several kinds of work related to the field of communications will find all of those classes of work grouped together in that part of the index; and, similarly, persons wishing to look up the various classes of work under other occupational groupings such as inspection, machine operations or driver control can similarly examine those parts of the index. In the back of the volume the same index is presented in alphabetic order for those users who, once familiar with the general content, may wish to look up specific classes. The format and content of the specifications are discussed below.

Class Title

The class title is a brief and descriptive designation of the type of work performed. Where there is more than one class in an occupational series, numerals are usually used in the title to designate responsibility level of the class. The Roman numeral I always indicates the lowest level of a series.

Definition

This section is a general description of the work with emphasis on those basic factors which distinguish the class from other classes above and below it in the same series, or in closely related series. Included are such factors as supervision received and exercised, responsibility and difficulty, hazards, and the way in which work is assigned and results are reviewed and the like. Because this section evaluates the class in terms of relative difficulty and responsibility and thereby establishes

the level of the class, it is the section which is most important in determining the class in which a particular position belongs.

Typical Tasks

This section lists examples of work which are common to positions of the class. These are actual work duties of individual jobs currently existing at the time of the survey. The examples show further the range of duties performed by employees in the class. Serious effort has been made to show not only the most important or most difficult kind of work going on, but also the lesser tasks that inevitably form a part of given employments. This listing of examples of work is not intended to limit the duties, nor does it define or limit the duties that may be assigned to employees. The examples are not intended to be exhaustive or limiting. It is more important to realize that any single position within one of these classes will not usually involve all of the duties we have listed; and many positions within a given class will involve duties which are not listed. This section of the specification document serves primarily to provide a more specific picture of the types of duties assigned to positions in the class. It shows examination and classification personnel some actual work that is currently going on within these kinds of work and about which they must make judgments in preparing examinations and in allocating new positions to classes; or in reallocating existing positions from class to class.

Desirable Knowledges, Abilities and Skills

This section sets forth those knowledges, abilities and skills ordinarily needed by an employee to do successfully the work described in the preceding sections.

Knowledge typically refers to and discusses an organized body of information usually factual or procedural.

Abilities discuss innate capacities by or through which people give effect to, apply or utilize the knowledges described earlier.

Skill typically refers to manipulative motor skills, but may occasionally be extended to physiological processes and attributes in general where appropriate.

This section is limited to those knowledges, abilities and skills which are reasonably susceptible to measurement by modern testing and selecting devices and techniques. Thus, this section should be especially valuable in providing a solid basis for the arrangement of tests and examinations. No mention is made of such personal characteristics commonly required of all employees as honesty, sobriety, industry and punctuality. These characteristics are assumed to be required abilities or qualifications for all positions in the service.

The descriptions do make a general qualitative and quantitative distinction within the "knowledges" and in so doing have used such words as "some, working, considerable, thorough, and extensive knowledge." It was the intent of the survey staff that the meaning of these expressions be interpreted generally as follows:

Some knowledge implies sufficient familiarity with the subject to know elementary principles and terminology and to understand simple problems of the vocational area.

Working knowledge implies sufficient knowledge of the subject to enable an employee to work effectively in a limited range of work situations.

Considerable knowledge implies sufficient knowledge in a field to perform most work as assigned with little direct supervision. Work calls for full journeyman or professional level comprehension of standard work situations.

Thorough knowledge implies almost complete coverage of the subject matter area. It calls for sufficient comprehension of the subject to solve unusual as well as commonplace work problems.

Extensive knowledge implies the most advanced degree of knowledge likely to be required or found and means that work calls for almost complete mastery and understanding of the subject. It has been used sparingly and only for exceptionally exacting classes of work.

Desirable Training and Experience

This section as well as the preceding Desirable Knowledges, Abilities and Skills section refers only to candidates applying for examination for or entrance to the class of work. They specifically do not represent the knowledges, abilities, skills, experience or training probably possessed by specific individuals already experienced in and performing that class of work. This section consists of two statements, one regarding formal education or training and the other work experience.

Any combination of training and experience equivalent to that specified should be considered a satisfactory substitute. In determining acceptable substitutes, the personnel authority should consult with appropriate division heads prior to announcing the examination, and determine what equivalency will be acceptable. It may be desirable to formalize these in writing after some experience is gained in the application of these class descriptions. Examination technicians should

evaluate each individual job applicant's training and experience using this section as a guide.

The survey staff recommends and has used a series of adjectival experience modifiers which can be translated into precise numbers of years if the department so desires. It is frequently entirely proper to cite more than one experience. Certain classes of work require someone who has had experience in two types of work or two levels of the same type. An example might be: Considerable experience in the operation of a variety of the more complex tabulating machines, and some experience in the preparation of wiring diagrams. Examining authorities frequently ask for a certain level of experience in doing a certain kind of work and then ask for a small amount of additional experience in supervising or managing such work. The following is a general explanation of the adjectival modifiers that have been used throughout the class specifications:

Some experience represents the beginning level of experience in a stated work situation. It implies enough experience to have enabled applicants to have acquired some familiarity with the methods and terminology common to typical situations of the occupational field.

Experience identifies a pattern of employment whereby someone has worked in a variety of practical situations peculiar to the occupation or profession represented, but not at the full professional or journeyman level.

Considerable experience is the full journeyman or professional level of working experience. It implies the possession of sufficient experience for a candidate to have encountered all normal or typical

work situations peculiar to his occupation or profession. The majority of work classes will not require more than this level of experience.

Thorough experience is used where it is desirable that the experience have provided familiarity with problems, methods and results in a wide variety of work situations and problems of the occupation. Applicants in this category have likely spent a considerable amount of working time doing some rather specific things. Here, as in all of the experience statements, it must be borne in mind that it is minimums and not maximums with which we are dealing; we are not discussing the most completely desirable situations. Also, it must be remembered that in many vocations or work situations in general, there is no particular point to a lot of experience and we do not wish to reduce the department's field of candidates unnecessarily by needlessly high requirements for a given class of work.

Extensive experience has been used only for those professions or vocations which specifically and obviously require unusually broad and intensive experience in substantially all activities characteristic of the profession or vocation involved. We speak here about an amount of experience sufficient to plan and administer major work programs, solve highly unusual problems and determine or advise on major policies. As with our use of the term "extensive knowledge," we have restricted our use of the requirement of extensive experience to only the more demanding key positions of the department.

Necessary Special Qualification

This section is used in a few classes where service provided is enhanced by requiring possession of certain licenses or certificates

issued by federal or state regulatory agencies. In cases wherein such qualifications are highly desirable, but not legally mandatory they are usually stated as an ability to secure such qualification at time of appointment.

THE ALLOCATION LISTS

The allocation lists which comprise the appendix to this volume purposely exclude names of incumbents, thus furthering the concept that the survey involved the evaluation of the tasks and responsibilities included in positions and not the individual merits of individuals. For administrative purposes, similar lists have been provided management which also identify the incumbent of each position. These lists may be thought of as current staffing patterns, although as discussed below, they should not be considered as rigid or static.

FUTURE ADMINISTRATION OF THE CLASSIFICATION PLAN

In addition to providing concrete, sensible and defensible bases for recruiting, selecting, classifying and paying employees, there are some further important values in this classification plan. From a morale standpoint it sets forth a definite evaluation of jobs which employees can understand in terms of requirements for advancement to higher level classes of work. These class specifications used in conjunction with the pay plan will clearly point the way for employees who wish to advance themselves by preparing for better paying jobs. This type of plan helps management in pointing out various career ladders and thus assists in promotion policy. Information contained in these specification should aid in developing employee training programs and in

establishing uniform fiscal and personnel records.

It must be reiterated and clearly understood that a classification plan is neither static nor rigid and is not intended to fix positions permanently into classes. Instead, the plan must be continually administered by the personnel authority so as to adapt it to changing conditions. Such changes may be due to many different causes, including the assumption of new services by the department, the extension or contraction of existing activity; internal changes within the various divisions; and the increasing assignment of irregular or different tasks to individual employees in the best interests of accomplishing programs. This means that these specifications reflect only the classes of work in the Iowa Department of Public Safety which appeared to exist in August, 1964. It must be expected that there will be a continuing need for the establishment of new and different classes, as well as for the abolition or modification of existing classes of work. Thus, the plan should be continually reviewed with regard to the adequacy of class specifications and the adequacy of the allocation of individual positions to the classes represented by the specifications.

OCCUPATIONAL INDEX TO CLASS TITLES
IOWA DEPARTMENT OF PUBLIC SAFETY
AUGUST, 1964

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
<u>CLERICAL, FISCAL AND ADMINISTRATIVE</u>	
001	Clerk I
002	Clerk II
003	Clerk III
004	Clerk IV
011	Clerk-Typist I
012	Clerk-Typist II
013	Clerk-Typist III
021	Secretary I
022	Secretary II
030	Patrol Office Clerk
040	Office Supervisor
051	Bookkeeper I
052	Bookkeeper II
055	Accounting Supervisor
060	Storekeeper
065	Purchasing Agent
070	Deputy Public Safety Commissioner
075	Public Safety Commissioner
<u>VEHICLE, DEALER AND DRIVER CONTROL</u>	
101	Driver Examining Clerk I
102	Driver Examining Clerk II

CLASS
CODE

CLASS TITLE

112 Registration and Dealer Licensing Inspector
115 Assistant Vehicle Registration Director
118 Vehicle Registration Director
125 Assistant Dealer Licensing Director
128 Dealer Licensing Director
135 Driver Improvement Supervisor
145 Safety Responsibility Supervisor
155 Assistant Driver Licensing Director
158 Driver Licensing Director

STATISTICS, INFORMATIONAL AND EDUCATIONAL

208 Vehicle and Driver Statistics Director
212 Public Information Officer
222 Safety Consultant
228 Safety Education Director

MACHINE OPERATIONS AND RELATED TECHNICAL

302 Photographic Laboratory Technician
311 Offset Press Operator I
312 Offset Press Operator II
320 Key punch Operator
330 Tabulating Equipment Operator

COMMUNICATIONS

400 Teletype Operator
401 Radio Operator I
402 Radio Operator II

CLASS
CODE

CLASS TITLE

403 Radio Operator III
405 Radio-Telegraph Operator
408 Chief Radio Operator
412 Radio Station Supervisor
418 Communications Towerman
422 Communications Technician
425 Chief Communications Technician
435 Assistant Communications Director
438 Communications Director

INSPECTION AND INVESTIGATION

502 Arson Investigator
505 Assistant Fire Marshal
508 Fire Marshal
521 Special Agent I
522 Special Agent II
525 Fingerprint Technician
535 Assistant Criminal Investigation Director
538 Criminal Investigation Director

CUSTODIAL

601 Janitor

CLERK IDEFINITION

This is routine general clerical work of limited complexity and variety.

Work of this class typically includes standardized duties which involve well-defined procedures and techniques. An employee receives detailed instructions and relatively close supervision at the beginning of work and on new assignments, although regular routine assignments, once learned, may be performed more independently; initiative and judgment is often utilized as experience is gained. Although occasionally an incumbent applies acquired typing skills to his work, typing skill is not a requirement for appointment to positions of this class. Positions of this class may require incidental operation of microfilm equipment, switchboards, adding and calculating machines, or other standard office equipment when necessary and where conditions of work do not necessitate previous training in the use of such equipment. Arithmetic or other checks for accuracy may be made upon the work of other employees, except occasionally over extra employees hired for short periods of time. Work may include contacts with the public under conditions requiring some use of tact and discretion. All work is subject to close supervision and is reviewed by superiors for both content and accuracy.

TYPICAL TASKS

Files new or modified drivers licenses by soundex code or alphabetically; pulls driver licenses and records conviction data; pulls driver licenses and any related or attached records for suspension or revocation processing; completes out cards for those records pulled; checks to see that information on applications for suplicate licenses matches that on license in file; files driver history cards; pulls and photographs driver history cards for use by insurance or law enforcement officials; operates equipment which photographs and views driver licenses.

Searches driver license and related files for information requested by insurance companies and other law enforcement agencies; pulls information with respect to suspension or revocation, safety responsibility, and convictions; records information on forms provided by insurance companies or similar forms; opens and sorts accident report mail; stamps date and time on reports; sorts accident reports into alphabetic groups; checks information provided on reports against that contained in driver license and related files; searches microfilm records for specific liecnses where changes have been made in name, address or location of residence.

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CLERK I (continued)

Sorts copies of vehicle and trailer registrations alphabetically by make and numerically by serial number; files registrations under make by serial number; operates equipment to microfilm and view automobile registrations; views film for errors in registration, and refilms after error is corrected.

Sorts vehicle transfer of ownership documents from each county by type of vehicle and numerically by plate numbers; attaches transfer documents to registration receipts; files transfers and dealer receipts by county and plate number; files registrations alphabetically by county and numerically by license number.

Files vehicle title documents in the inactive file by county and by title number in numerical order; sorts and boxes title documents which have been in the inactive file for one year; files void titles.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of modern office practices, procedures and equipment.

Some knowledge of business English, spelling and arithmetic.

Ability to understand and follow oral and written instructions.

Ability to learn assigned clerical tasks readily and to adhere to prescribed routines.

Ability to make basic arithmetic computations and tabulations with speed and accuracy.

Clerical aptitude and good general intelligence.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

CLERK IIDEFINITION

This is routine general clerical work of moderate complexity and variety.

Work of this class typically involves responsibility for performing standardized duties which involve procedures and techniques less well defined than those performed by Clerk I's. Work requires previous general clerical experience, and more initiative and judgment is generally exercised in carrying out the more complex tasks. As with the first level clerk, assignments may occasionally include the operation of typewriters, switchboards, microfilming equipment, adding and calculating machines, or other standard office equipment when necessary and where conditions of work do not necessitate previous training in the use of such equipment. Arithmetic or other checks for accuracy may be made upon the work of other employees, but direct supervision is not generally exercised except occasionally over extra employees hired for short periods of time. Public contact work may be heavier in these jobs than that normally performed by first level clerks, thus requiring greater use of tact and discretion. Work is subject to general supervision and is reviewed by superiors for both quantity and quality of production.

TYPICAL TASKS

Codes a variety of documents and information for soundex filing or pulling from files; checks for correct name spelling on copies of titles; checks work of coders and files documents according to soundex system; receives, codes and files lien documents; transmits all types of error discoveries to typists for correction; sorts and alphabetizes certificates showing a vehicle has been sold out of state or junked; pulls and prepares for dead file titles for such vehicles.

Operates microfilm apparatus to record all Iowa driver license applications; organizes applications numerically by examiner for easy reference; checks soundex coding for accuracy; proofreads duplicate licenses; proofreads corrected registrations; proofreads a variety of documents after microfilming; splices microfilm to put in proper order.

Audits county treasurer monthly reports of motor vehicle registrations and fee collections; checks for correct fee calculations and additions; balances fees collected against registrations issued; completes periodic reports of titles issued by district or total state area; checks title and lien sheets by counting documents issued as well as voided and balancing against fees collected; insures that fees collected are correct for make and year of vehicle; checks that beginning and ending numbers on titles issued correspond with same on title sheet;

examines car registrations for legality and correct completion; processes additional fee receipts on commercial vehicles by attaching fee receipt to corresponding registration and checking computation for correct reflection of increased gross weight and related factors.

Fulfills requests for driver history information from government and insurance officials by searching files, pulling records, and copying appropriate information from records; processes incoming accident reports by opening, sorting, dating, alphabetizing and summarizing information; combines duplicate records or reports; trains new employees in the mail section.

Codes for keypunching accident report information, including location, patrol district, type of accident, major cause, driver charges, time, property damage, personal injury, fatalities and similar or related information; checks work of other coders prior to keypunching.

Sorts transfers and purchase receipts by county and then numerically by plate number; files this information into plate index file in order to preserve the continuity of vehicle ownership and to facilitate the identification of the record of any motor vehicle for a period of five years; answers numerous calls by searching files for ownership information and submitting same to private and public organizations seeking such information.

Delivers and picks up mail; runs a variety of errands; picks up and delivers a variety of supplies; distributes paychecks.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Working knowledge of modern office practices, procedures and equipment.

Working knowledge of business English, spelling and arithmetic.

Some knowledge of departmental rules, procedures and functions.

Ability to understand and carry out oral and written instructions.

Ability to make arithmetic computations and tabulations accurately and with reasonable speed.

Ability to prepare the less complex although clear and concise oral and written reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Some experience in general office or related clerical work.

CLERK IIIDEFINITION

This is clerical work of considerable complexity and responsibility.

Work of this class involves responsibility for the performance of complex clerical operations frequently requiring a comprehensive knowledge of all regulations and procedures involved in the work of the section or division to which assigned. Work may include supervision of clerical subordinates in the day-to-day activities of a small unit. Work also involves considerable consequence of error, such as serious delay or disruption of the unit's activities. Work is performed under only general supervision and is reviewed for compliance with established practices and procedures.

TYPICAL TASKS

Provides leadership in the answering of a variety of phone calls to the title division with respect to types of cars, liens, license numbers and similar information; directs activities of the division in the supervisor's absence.

Supervises and participates in the coding for data processing of accident locations and related statistics, including type, road condition; offenses and similar statistics.

Compiles automotive registration fee rate sheets from information furnished by manufacturers together with interpretation of statutes relating to motor vehicle registration; issues additional fee receipts for increases on gross weight on trucks or truck tractors; corrects registrations issued in error.

As a safety responsibility evaluator, sets security requirements for uninsured drivers and owners, including considerations both for property damage and personal injury liability; determines chargeability of accident or physical disabilities for driver improvement purposes; checks motor vehicle registrations and driver license files for owner information; issues compliance sheets requesting amount of security required and a suspension notice where security requirements are not met.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

- Considerable knowledge of modern office practices, procedures and equipment.
- Considerable knowledge of business English, spelling and arithmetic.
- Considerable knowledge of rules, regulations and procedures applicable to assignment.
- Working knowledge of the principles of office management and supervision.
- Ability to apply clerical and procedural principles to specific work problems.
- Ability to keep complex records and to prepare periodic reports from such records.
- Ability to lead and participate with subordinate clerical personnel in a manner conducive to full performance and high morale.
- Ability to prepare clear and concise oral or written reports.

DESIRABLE TRAINING AND EXPERIENCE

- Graduation from high school.
- Considerable progressively responsible experience in general clerical work.

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CLERK IVDEFINITION

This is advanced clerical work including important supervisory responsibility.

Work of this class involves responsibility for planning, supervising and reviewing the activities of a small clerical section. Some employees provide important assistance to a major section supervisor, especially in supervising day-to-day activities, resolving less complex clerical operating problems, and providing section leadership in the absence of the supervisor. Work is performed under direction and is reviewed for compliance with established practices and procedures as well as the extent to which an employee contributes creatively to the operational efficiency of the section.

TYPICAL TASKS

Plans, supervises and participates in the activities of a motor vehicle registration refund unit, including the pre-audit of applications for refund as well as the preparation of claims for payment by check; supervises and participates in the development of periodic reports pertaining to section activities; answers a variety of questions from the public, by letter, telephone or in writing with respect to the refund program.

Participates with the driver license record and information supervisor in planning and supervising section activities; hears and resolves a variety of employee grievances; trains new employees, and answers a variety of questions with respect to day-to-day filing and related clerical problems.

Provides important assistance to the supervisor of driver license filing and related clerical activities; troubleshoots a variety of problems involving misfiling or lost documents; participates in coordinating the activities of the section with other sections of the division.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable advanced knowledge of modern office practices, procedures and equipment.

Considerable advanced knowledge of business English, spelling and arithmetic.

Considerable advanced knowledge of rules, regulations and procedures applicable to assignment.

CLERK IV (continued)

Working knowledge of the principles of office management and supervision.
Ability to apply clerical and procedural principles to specific work problems.

Ability to keep complex records and to prepare periodic reports from such records.

Ability to supervise and participate with subordinate clerical personnel in a manner conducive to full performance and high morale.

Ability to prepare clear and concise oral or written reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible experience in general clerical work, preferably including some important supervisory assignments in a smaller unit.

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LEARNABLE KNOWLEDGES, ABILITIES AND SKILLS

Consistently advanced knowledge of modern office practices, procedures and equipment.
Consistently advanced knowledge of business English, spelling and arithmetic.
Consistently advanced knowledge of rules, regulations and procedures applicable to assignment.

CLERK-TYPIST I

(Continued)

DEFINITION

This is routine general clerical and typing work of limited complexity and variety.

Work of this class typically includes clerical and typing duties which involve well-defined procedures and techniques. An employee receives detailed instructions and relatively close supervision at the beginning of work although regular routine assignments, once learned, may be performed more independently; initiative and judgment is often utilized as experience is gained. The principal difference between this class of work and that of a Clerk I is the absolute necessity for the application of typing skill in accomplishing assigned tasks. Positions of this class may require incidental operation of microfilm equipment, switchboard, adding and calculating machines, or other standard office equipment when necessary and where conditions of work do not necessitate previous training in the use of such equipment. Arithmetic or other checks for accuracy may be made upon the work of other employees, but direct supervision is not exercised over other employees, except occasionally over extra employees hired for short periods of time. Work may include contacts with the public under conditions requiring some use of tact and discretion. All work is subject to close supervision and is reviewed by superiors for both content and accuracy.

TYPICAL TASKS

Types orders for regular license plates as well as official and reciprocity plates; sorts application cards by type of vehicle and numerically by county; types duplicate title applications; types a variety of reports from rough copy.

Types driving records on a variety of forms furnished by insurance companies and law enforcement agencies; types accident reports; searches soundex files for a variety of driver licensing or motor vehicle information.

Records suspensions and revocations on driver licenses, and types notices for mailing to licensee; completes forms to licensees informing them that they may repossess their license because of completion of suspension period or some like situation; types a variety of other similar or related forms involved in the driver improvement program.

Types letters requesting corrections on driver licenses issued; types and proofreads duplicate licenses; on license renewals, checks files for correct name, expiration date, issue date, signature, and related information, and transcribes violations from old to new licenses.

CLERK-TYPIST I (continued)

Sorts liens and cancellations by county; types lien and cancellation on titles; sorts a variety of material alphabetically or numerically and files.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of modern office practices, procedures and equipment.

Some knowledge of business English, spelling and arithmetic.

Ability to understand and follow oral and written instructions.

Ability to learn assigned clerical tasks readily and to adhere to prescribed routines.

Ability to make basic arithmetic computations and tabulations with speed and accuracy.

Clerical aptitude and good general intelligence.

Skill in the use and care of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

CLERK-TYPIST IIDEFINITION

This is routine general typing and clerical work of moderate complexity and variety.

Work of this class involves responsibility for typically performing standardized general clerical and typing duties which involve procedures and techniques more complex and less well-defined than those performed by Clerk-Typist I's. Work requires previous general clerical experience, and more initiative and judgment is generally exercised in carrying out the more complex tasks. As with the first level clerk-typist, assignments may occasionally include the operation of switchboard, microfilming equipment, adding and calculating machines, or other standard office equipment when necessary and where conditions of work do not necessitate previous training in the use of such equipment. Arithmetic or other checks for accuracy may be made upon the work of other employees, but direct supervision is not generally exercised except occasionally over extra employees hired for short periods of time. Public contact work may be heavier in these jobs than those normally performed by first level clerk-typists, thus requiring greater use of tact and discretion. Work is subject to general supervision and is reviewed by superiors for both quantity and quality of production.

TYPICAL TASKS

Types correspondence, activity or incident reports, and similar materials from transcribing machines or rough draft; maintains a variety of activity or expense records, and from these records tabulates periodic reports; maintains a card file of fire prevention inspection or arson investigation data collected by field men at schools, college buildings, hospitals, nursing homes, custodial homes, children's homes, hotels, apartments, and similar structures or buildings.

Types ditto sheets or mimeograph stencils for a variety of reports to be distributed to other law enforcement agencies; maintains and searches a variety of files, including fingerprint, wanted persons, criminal records, and similar law enforcement records or documents; prepares information releases for teletype and radio transmission; maintains records of commitments and discharges from state institutions, status of parolees, and inter-state correctional compact arrangements.

Types forms indicating parties possessing liens on vehicle registrations or canceling liens; sorts forms by county and numerically by license plate number; files lien and cancellation forms; issues serial numbers for registration of home-made trailers, rebuilt cars, trucks, motorcycles, and similar special vehicles or equipment.

Audits registration fee refund claims for correct name, address, date, license number, signature, mathematical computations, and similar features

CLERK-TYPIST II (continued)

against registration information pulled from files; stuffs envelopes with refund checks; reconciles canceled refund checks against bank statements.

Types statistical data relating to suspensions and revocations for newspapers; periodically types other statistical summaries; types advisory letters to licensees who have accumulated a negative driving record requesting interview; compiles data for and types a fatality report, including year to year comparison, general locations, time, type of accident, holiday deaths, and summaries of data from these or related statistics.

Maintains damage and liability value tables by checking with state insurance office for current evaluations as issued by both foreign and domestic insurance companies; collects information for and types transmittal sheets of safety responsibility forms to be mailed to insurance companies; types suspension lift notices for accident participants who have complied with safety responsibility or related driver requirements; checks accident reports for correct completion, and mails form letters to accident participants seeking clarification on reported data or additional data; maintains a variety of records with respect to driver license suspension or revocation.

Answers personal or telephoned inquiries with respect to driver licensing and driver improvement regulations and procedures; takes applications for duplicate licenses; obtains information on accident cases for insurance representatives and attorneys as well as law enforcement officials and parties involved in accidents; prepares suspensions and other important documents for certified mailing; codes for keypunching a variety of suspension and revocation data, including judgments, conviction number, date suspension starts, days suspended, name, address, and related facts.

Prepares a variety of communications for mailing, including driver licenses and instruction permits, conviction records, accident records, and duplicate licenses; insures that new or valid records are not destroyed in the process of purging files; participates in the development of form letter format and reproduction.

Types accident index cards, including name, location, license number, and similar data; types driver records on insurance company forms.

Audits vehicle registration or title forms against applications to determine accuracy of information transfer; upon request from reciprocity board, pulls company file and cancels registrations of specific company units.

Performs related work as required.

CLERK-TYPIST II (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Working knowledge of modern office practices, procedures and equipment.

Working knowledge of business English, spelling and arithmetic.

Some knowledge of departmental rules, procedures and functions.

Ability to understand and carry out oral and written instructions.

Ability to make arithmetic computations and tabulations accurately and with reasonable speed.

Ability to prepare the less complex although clear and concise oral and written reports.

Skill in the use and care of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Some experience in general office or related clerical work, preferably including typing tasks.

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CLERK-TYPIST IIIDEFINITION

This is advanced clerical and typing work of considerable complexity and responsibility.

Work of this class involves responsibility for the performance of complex clerical and typing tasks frequently requiring a comprehensive knowledge of all regulations and procedures involved in the work of the section or division to which assigned. Work frequently includes supervision of clerical subordinates or the provision of important assistance to an office supervisor in the day to day direction of section or division activities. Work also involves considerable consequence of error, such as serious delay or disruption of the unit's activities. Work is performed under only general supervision and is reviewed for compliance with established practices and procedures.

TYPICAL TASKS

Composes and types all memorandums pertaining to the preparation of records for the prosecution of driver violations; types advisory letters to drivers developing negative driver records requesting an interview; maintains records on drivers requesting interviews or hearings on suspensions or revocations; schedules hearings and interviews for drivers whose licenses have been revoked or suspended.

Receives deposits of cash or surety bonds for estimated value of accident liability; receipts and accounts for deposits; completes liability card, including depositor name, case number, date of deposit, register number, and amount and description of deposit; delivers deposits to and withdraws same from State Treasurer's Office; following assignment of any part of deposit by the court to parties concerned, refunds balance to depositor.

Leads and participates with a group of clerks and typists engaged in maintaining fingerprint and criminal activity records; makes transcripts of a variety of criminal records; participates in the development or revision of filing systems.

Participates in a variety of informational safety responsibility tasks, including receiving and disposing of telephone or personal inquiries from accident participants or other interested parties with respect to the filing of accident reports, deposit of cash or bonds to prove responsibility, and related matters.

Computes registration fees for a variety of vehicles; types titles, liens, duplicate certificates, and additional fee receipts; writes tax receipts and types affidavits; processes refund requests for non-resident registration division; assigns and issues reciprocity plates.

CLERK-TYPIST III (continued)

Types periodic balance sheets for fees received and licenses issued in each county; leads and participates with clerical personnel engaged in auditing the activity and fees collected reports from driver registration units in county treasurer offices.

Provides important supervisory assistance to a clerical section head by assigning work to employees, training employees, reviewing or checking the work of employees, and participating in the settlement of grievances.

Types a variety of correspondence, reports and similar communications materials from dictating equipment or rough draft; maintains records of accounting or statistical data; develops periodic summaries of statistical material for use in activity reports.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern office practices, procedures and equipment.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of rules, regulations and procedures applicable to assignment.

Working knowledge of the principles of office management and supervision.

Ability to keep complex records and to prepare periodic reports from such records.

Ability to apply clerical and procedural principles to specific work problems.

Ability to lead and participate with subordinate clerical personnel in a manner conducive to full performance and high morale.

Ability to prepare clear and concise oral and written reports.

Skill in the use and care of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible experience in general clerical and typing work.

SECRETARY IDEFINITION

This is advanced secretarial and varied clerical work performed for a division head or official of similar responsibility level.

Work of this class involves responsibility for providing important clerical, stenographic, transcribing, bookkeeping, payroll and private secretarial tasks for a key administrative official. Work requires that the employee apply considerable independent judgment based upon knowledge gained through experience in the performance of responsible and frequently specialized duties. Some positions include taking and transcription of shorthand, but this is not required as it is recognized that effective secretarial work may be performed through the use of dictating equipment. Work problems involving important departures from standard policies are reviewed with a superior, but ordinarily an employee will develop her own procedures and carry work through to completion. Supervision may be exercised over subordinate clerical personnel, although this is not a major aspect of the work. Work is normally reviewed for the effectiveness with which the assigned office is operated.

TYPICAL TASKS

Acts as secretary to a major division supervisor or official of comparable rank; takes shorthand dictation and transcribes or operates a dictating machine in transcribing letters, memoranda reports and other similar or related material.

Interviews callers and prospective employees; makes and cancels appointments for superior; receives complaints and requests for information, routes them for necessary action, and composes and types replies upon receipt of information.

Types mimeograph or multilith stencils or mats for a variety of administrative purposes; types study material for patrol school; types investigative forms for patrol applicants and similar kinds of documents; types monthly schedule of Highway Patrol aircraft; compiles statewide patrol activity report from district reports; maintains records for and periodically compiles reports on a variety of activity and related administrative statistics.

Types requests for travel authority; maintains expense records; maintains resolution and power of attorney files; keeps record of persons who become self-insurers; maintains record of traffic fatalities; maintains awareness of pending legislation concerning motor vehicle laws.

Maintains files of blueprints for schools and other public buildings, indicating installations of liquified petroleum gas, flammable liquids, bulk plants and service stations as required by the Fire Marshal's office; transcribes fire investigation reports.

SECRETARY I (continued)

Maintains a library of films and books relating to driver and safety education activities and programs; schedules dates for showing of films; makes up itinerary for safety educators; maintains communication with various companies as necessary to secure late publications in the field of safety education; provides a variety of clerical support to the vehicle safety check program.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of grammar, sentence structure and punctuation.

Considerable knowledge of modern office practices and procedures.

Ability to keep complex records and to assemble and organize data.

Ability to compose letters and reports relative to division policies and procedures.

Ability to use sound judgment in making decisions in accordance with laws, regulations and department policies.

Ability to meet the public courteously and to obtain information and give clear explanations of established policies and regulations.

Ability to acquire rapidly, considerable knowledge of governing statutes and policies pertinent to the program to which assigned.

Ability to establish and maintain effective working relationships with other employees and the public.

Skill in the taking and transcribing of oral dictation either from shorthand or by transcribing machine.

Skill in the rapid typing of varied and difficult materials at reasonable working rates of speed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, including or supplemented by course work in business practices.

Considerable progressively responsible general clerical experience, including responsible secretarial work.

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SECRETARY IIDEFINITION

This is executive secretarial work performed for a major administrative official.

Work of this class is distinguished from that of a Secretary I in that an employee serves as secretary to the department head, his immediate assistants, or officials of comparable responsibility level. An employee must use independent judgment in resolving varied problems which do not involve major deviation from established policy or procedures. Supervision may be exercised over clerical subordinates, but this is not a major aspect of the work. In the absence of the superior, an employee may act with authority on matters where policy is clearly established. Responsibility for the conduct of a variety of public contact work is also an important assignment. Work is evaluated through an appraisal of its effectiveness with respect to the day to day operation of the office to which assigned.

TYPICAL TASKS

As secretary to a major administrative official, takes and transcribes dictation, either to the book or by use of a transcribing machine; prepares and may sign the superior's name to correspondence, inter-office forms, requisitions and similar papers.

Conducts correspondence with the general public, adjusting complaints or supplying information explaining department procedures; interprets regulations and applies them to a variety of work situations.

Keeps personnel, financial, statistical and other records, and develops office forms and procedures; assists superiors in making decisions on personnel problems and prepares forms necessary to effect personnel actions of various types.

Maintains division accounts, and compiles data for periodic reports; participates in the preparation of budget and supporting documents; requisitions supplies.

Interviews callers and prospective employees; makes and cancels appointments for superior; receives complaints and requests for information, routes them for necessary action, and composes and types replies upon receipt of information; screens phone calls and visitors.

Makes travel arrangements for superior; prepares monthly travel and expense reports; maintains calendar of activities, including speaking engagements; arranges speaking engagements with a variety of organizations.

Communicates with individuals applying for private detective licenses; maintains files of private detective applications and related data; provides clerical support for the gun permit law;

Performs related work as required.

SECRETARY II (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern office practices, procedures and equipment.

Thorough knowledge of business English, spelling and arithmetic.

Thorough knowledge of grammatical structure and punctuation.

Considerable knowledge of the principles of office management and supervision.

Ability to maintain complex clerical records and to prepare accurate reports therefrom.

Ability to exercise good judgment, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

Ability to acquire rapidly a thorough knowledge of governing statutes and policies pertinent to appropriate Public Safety operations.

Ability to compose a variety of memoranda or letters with only general instruction.

Skill in taking and transcribing dictation either from shorthand notes or a transcribing machine.

Skill in typewriting from rough draft or clear copy at reasonable working rates of speed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, including or supplemented by course work in business practices.

Thorough progressively responsible general office work, including considerable responsible secretarial experience.

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PATROL OFFICE CLERKDEFINITION

This is technical clerical work which includes related skilled type-writing duties.

Work of this class involves responsibility for the application of independent judgment and action to a variety of clerical tasks performed in support of Highway Patrol activities in an assigned district. Work is generally performed in accordance with procedures and standards required by central headquarters, although an employee must occasionally adapt routine procedures to emergency situations, thus making some operational decisions independently. Work is performed under the supervision of a uniformed line supervisor who is generally too busy with patrol and law enforcement problems to devote more than cursory attention to office activities. Work is reviewed through an appraisal of periodic reports and related correspondence for the extent to which such clerical work satisfactorily supports the patrol activity in the assigned district.

TYPICAL TASKS

Responds to questions from the public, either in person or by telephone, regarding road conditions, weather, detours, routes best suited for rapid travel, scenic tours, truck routes, traffic laws, driver's licensing regulations, insurance and safety responsibility requirements, and similar kinds of information.

Tabulates and summarizes information for and completes a variety of activity and enforcement reports, including consolidated car, per diem expense, consolidated activity, breakdown of summons, speeches given, films shown, sick leave and vacation taken, truck violations, patrolman activity reports, and consolidated activity reports.

With respect to suspension and revocation filings, types notices of surrender, notices to either mail or bring plates to office, and related records.

With respect to patrolman's activity reports, records information regarding patrolman name, accident or incident locations, number and kind of tickets written, number of hazardous summons, number of faulty tickets and memos written, blood relays, animal head relays, pick-ups on wanted persons, and persons located on death or serious illness messages.

Maintains records of patrol car operating expense, including gas and oil used, miles driven, cost per mile, miles per gallon, tire mileage, cumulative mileage, and similar data with respect to automobile usage costs.

Receives, opens, reads and answers or refers to superior for answering all mail correspondence; from rough notes given by superior, composes replies to correspondence; sorts incoming forms and memos by type of activity and forwards to proper patrol officer.

PATROL OFFICE CLERK (continued)

Maintains a log book of all activities occurring within the patrol district; checks accident and fatality reports for accuracy and completeness of information; arranges for conferences between patrolmen, accident investigators, policy holders and other interested parties.

Performs some custodial work, including office cleaning, trash removal, and lawn and shrub care; performs some minor maintenance tasks upon building equipment.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern office principles, practices and equipment.

Considerable knowledge of department rules, regulations, procedures and functions.

Working knowledge of bookkeeping and statistical recording methods and principles.

Ability to interpret and apply department policies and procedures to day to day activities.

Ability to carry out routine clerical procedures independently and to conduct routine correspondence without review.

Ability to prepare clear and concise oral and written reports.

Ability to adapt clerical procedures to emergency situations.

Ability to react quickly and calmly in emergency situations.

Ability to keep complex records and to prepare periodic reports from such records.

Skill in typing accurately from rough draft or plain copy at a reasonable working rate of speed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible general office work, preferably including some clerical work in support of law enforcement functions.

OFFICE SUPERVISORDEFINITION

This is supervisory work in directing the activities of a major section.

Work of this class involves responsibility for planning, supervising and reviewing the work of clerical personnel engaged in a variety of public safety document processing and filing work. An employee participates with his division director in defining section objectives, subsequent to which he will exercise considerable independent discretion in carrying the day to day activities of his section. Work is reviewed through an appraisal of the effectiveness of the program supervised as coordinated with other public safety programs.

TYPICAL TASKS

Collaborates with division director in the development of policy for a variety of programs, including county vehicle registration auditing, soundex alphabetic title filing, plate index, non-resident vehicle registration, driver license records, driver performance records, and accident report processing and filing.

Works with division head and other section heads in developing systems and procedures which not only effectively carry out the supervised program but also coordinate well with other vehicle control functions.

Participates in the selection, hiring, training, placement and discipline of employees; conducts on-going training programs and related personnel development activities; resolves a variety of grievances and complaints from clerical employees.

Participates with the division head in developing preliminary budget estimates and defending those estimates before the Public Safety Commissioner; participates in the control of expenditures within adopted budget limitations.

Participates in a variety of staff meetings wherein procedures are criticized and suggestions for procedural changes to streamline or augment systems are refined and adopted.

Performs related work as required.

OFFICE SUPERVISOR (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern office practices, procedures and equipment.

Thorough knowledge of business English, spelling and arithmetic.

Thorough knowledge of policies, rules, regulations and procedures governing or related to assignment.

Considerable knowledge of the principles and practices of office management and supervision.

Considerable knowledge of budget preparation procedures.

Some knowledge of accounting methods and principles.

Ability to prepare operating and statistical tabulations and reports, and to make difficult arithmetic computations.

Ability to carry out administrative and supervisory details independently and to conduct correspondence without review.

Ability to plan, assign, and coordinate the work of a large clerical staff in a manner conducive to full performance and high morale.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, including or supplemented by courses in business practices.

Thorough advanced clerical work experience, including responsible office management experience.

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BOOKKEEPER IDEFINITION

This is clerical work in the application of bookkeeping principles to the maintenance of accounting records.

Work of this class involves responsibility for the application of bookkeeping skills to the auditing of the less complex claim forms and the subsequent posting of pertinent accounting data to journals of original entry or other recording tasks of comparable difficulty. Tasks are performed according to established procedures under immediate supervision initially, although with experience employees will perform routine and standardized tasks with independence. Work is reviewed primarily for the accuracy and rapidity with which claims are audited and comparable work is accomplished.

TYPICAL TASKS

Processes expense account claims by checking for proper addition and related computation of expense items, checking for receipts and other documents supporting expenditure items, and checking for correct completion generally; posts payment, check numbers, dates and amounts to claims as well as travel journal; balances subsistence payments against field employee's earning records.

Receives reports of daily fees collected; posts to cash receipts journal; balances journal totals with general ledger and other accounting records.

Receives and processes monthly car reports by summarizing various statistics, including gas and oil usage, miles driven, miles per gallon, cost per mile; posts cost figures to summary sheets for calendar and fiscal year.

Receives and audits records of driver license issuance by checking license numbers, counting voided numbers, determining accuracy of computations, and balancing against deposit slip, accounting for all license numbers and related procedures to determine accuracy and completeness of records completed and fees collected in the field for driver's licenses.

Posts daily license transaction work sheet, including license numbers, voided licenses, valid licenses, amount of moneys collected for licenses; adds and balances daily work sheets; maintains perpetual inventory of types of licenses issued.

Prepares monthly recapitulation of license issuance together with fees collected; according to recap sheet, writes check payable to State Treasurer for fees collected; balances bank statements and recaps statements with inventory sheet.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern office principles, practices and applications.

Considerable knowledge of the principles and practices of bookkeeping.

Ability to maintain bookkeeping records and to prepare routine as well as non-routine bookkeeping reports and statements.

Ability to make arithmetic computations quickly and accurately.

Ability to understand and follow complex oral and written instructions.

Ability to operate calculating machines and other common office applications.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, including or supplemented by course work in bookkeeping.

Considerable progressively responsible general office experience, preferably including responsible clerical or bookkeeping tasks.

BOOKKEEPER IIDEFINITION

This is advanced clerical work in the application of bookkeeping principles to the maintenance of accounting and payroll records.

Work of this class involves responsibility for the application of bookkeeping knowledges and skills not only to the auditing of a variety of accounting records but also to the periodic development of payrolls for the entire department. An employee in a position of this class generally brings to the work thorough responsible bookkeeping experience; he therefore operates independent of close supervision except in the most complex or non-routine auditing or payroll situations. Supervision may be exercised over a small number of subordinates, although this is not generally the case. Assignments are carried out with a minimum of supervision and are reviewed primarily for accuracy of work and immediate availability of information when needed.

TYPICAL TASKS

Audits claims for payment and invoices from all divisions for legality, correct computation, eligibility for discount, dates, signatures, and other items which together comprise valid authorization for payment.

Following audit of claims, sorts claims by division; records code authorization for payment; records expenditure classification; forwards claims to Comptroller for issuance of warrants for payment.

Receives warrants for payment of claims; records number and date on copies of claimant's affidavits; relates purchase order copies to warrant for payment; posts payment information to ledger sheet.

Maintains payroll records for all department employees, including name, classification, step within grade, pay increase dates and a variety of deduction data; participates with the data processing department by using previous payrolls to prepare a preliminary payroll for current use.

Beginning with base pay, computes net pay by determining appropriate deductions, including federal income tax withheld, state retirement contribution, social security contribution, insurance deductions, bond deductions, and similar or related employee expenses; computes pay for employees working on an hourly basis; maintains individual employee earnings record cards.

Distributes payroll to various divisions; maintains summary records of contributions to all fringe benefit programs; develops periodic reports of total contributions to retirement insurance, withholding, social security, and similar programs; develops periodic personal services expense reports by division.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern office principles, practices and appliances.

Thorough knowledge of the principles and practices of bookkeeping, especially as applicable to large-scale payroll development and claims audit.

Ability to maintain bookkeeping records and to prepare routine as well as non-routine bookkeeping reports and statements.

Ability to scrutinize forms and reports for minute mathematical as well as legal errors.

Ability to make arithmetic computations quickly and accurately.

Ability to operate calculating machines and other common office appliances.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, including or supplemented by courses in bookkeeping.

Thorough progressively responsible bookkeeping or accounting clerical experience, preferably including responsible payroll or claims audit work.

ACCOUNTING SUPERVISORDEFINITION

This is accounting and supervisory work at the full professional level.

Work of this class involves responsibility for supervising sub-professional accounting personnel and participating in the maintenance of accounts in which the transactions require the use of considerable judgment in determining the methods of disposition. Responsibilities extend to coordinating the Public Safety bookkeeping and accounting function with that of the central accounting office and data processing center under the direction of the Comptroller. Bookkeeping and accounting objectives are defined in collaboration with the Public Safety Commissioner, subsequent to which the employee exercises considerable independent discretion in carrying through such programs. Work is evaluated for the extent to which it successfully supports the Public Safety program.

TYPICAL TASKS

Supervises and participates with sub-professional accounting personnel engaged in the maintenance of a variety of accounts; participates in the development of preliminary budget estimates; gathers data and writes justifications for budget adoption; supervises the control of expenditures as outlined in adopted budget; prepares numerous periodic reports of financial position of the department.

Supervises the audit of transmittals submitted by driver examiners, and the balancing of examiner reports with receipts deposited in respective examiner banks; oversees receipt, accounting for, and deposit of fees from reciprocity board, non-resident motor vehicles registration unit, and drivers license division; oversees reimbursements as authorized by motor vehicle reimbursements unit.

Makes quarterly requests for allotment of appropriation for each Public Safety division; coordinates the divisional askings for the biennial budget; attends Governor's hearing and committee meetings of Legislature on budget requests; maintains proper balances in each budget account by appropriate transfers.

Posts to the general ledger; takes trial balances and makes financial statements relating to revenue or expenditures for each division; makes estimates of all types of expenses and projects future balances when requested; reconciles all bank balances, maintaining proper balance in all banks.

Supervises and participates in the approval of all invoices and other claims for payment; oversees the deposit of various payroll deduction moneys to proper accounts; directs the preparation of payrolls for all

ACCOUNTING SUPERVISOR (continued)

divisions; participates in coordinating the payroll function with central data processing.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of government accounting principles and procedures, and the ability to apply such knowledge to accounting transactions.

Thorough knowledge of office machines, methods and procedures, together with ability to maintain an efficient office system.

Considerable knowledge of the general principles of public finance administration, including budgeting and reporting.

Ability to prepare complete and accurate accounting reports and statements of considerable complexity.

Ability to supervise and coordinate the work of an accounting staff in a manner conducive to full performance and high morale.

Ability to acquire rapidly considerable knowledge of the legal, administrative, and procedural regulations applicable to the Department of Public Safety.

Ability to perform detailed work involving written and numeric data and to make arithmetic calculations rapidly and accurately.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from college with specialization in government or business accounting.

Thorough progressively responsible accounting work, preferably including responsible government budgeting and appropriation accounting experience.

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STOREKEEPERDEFINITION

This is responsible clerical and stores work.

Work of this class involves responsibility for setting up and efficiently operating a stores unit providing large quantities and varieties of vehicle and driver registration and licensing items as well as supplies and equipment used by the highway patrol. Responsibilities extend to providing for the protection of items both through stores security and an accurate inventory system. Routine work is performed with considerable independence, although special problems concerning storage or shipment of valuable stock may frequently be resolved through conferences with division head. Work is reviewed through an appraisal of the effectiveness of service provided.

TYPICAL TASKS

Maintains a complete stock of supplies and forms utilized by county treasurer departments in the administration of State Motor Vehicle laws, including title forms, license plates, tonage stickers and similar numbered forms.

Receives and fills requisitions from counties for items and supplies; maintains number registers to insure exact comparison between items shipped and items removed from stock; forwards some orders, including those for license plates, to state penal industries for filling.

Provides counter service, issuing supplies to auto dealers, banks, finance companies, credit unions operating in the Des Moines area; fills emergency telephone orders; delivers some supplies locally.

Maintains inventory records of items stored; periodically prepares summaries of items in stock and other activity reports.

Maintains a stock of supplies and equipment used by the highway patrol and drivers licensing division, including uniforms.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern methods and procedures in the receipts, storage, issuance or shipment, and inventory control of a variety of items.

Considerable knowledge of various kinds and grades of items peculiar to the department for which supplies are provided.

Considerable knowledge of shipping and receiving methods and of the trade practices of common carriers.

STOREKEEPER (continued)

Ability to make inspections as to the quality of goods in relation to requisitions and purchase orders.

Ability to accurately anticipate levels of consumption and demand.

Ability to install and maintain stock inventory records.

Ability to make arithmetic computations rapidly and accurately.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible experience in the receiving, storing and issuing of a variety of stores together with the inventory control of such items.

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PURCHASING AGENTDEFINITION

This is specialized administrative work in purchasing and the control of vehicle lighting devices.

Work of this class involves responsibility for the legal and proper purchasing of public safety supplies, materials and equipment of desired grade and quality at prices most favorable to the department. Responsibilities extend to reviewing and approving or disapproving applications from vehicle manufacturers for permission to equip vehicles of both domestic and foreign manufacture with certain types of safety and lighting devices. Work involves frequent contacts with vendors, vehicle manufacturer representatives, and department officials in the resolution of problems arising in both categories of work. Work is performed under the general administrative supervision of the Public Safety Commissioner, but the employee is allowed considerable discretion in carrying out work of the purchasing and safety equipment unit.

TYPICAL TASKS

Develops specifications for materials, supplies and equipment exceeding two hundred dollars in valuation; invites vendors to bid on specifications; receives, tabulates and selects bids based on best quality and price.

Completes purchase orders for Executive Council approval; presents and defends selection of best bid.

Prepares requisitions for printing to State Printing Board; maintains equipment inventory for all divisions of the department.

Receives and approves or disapproves applications for lighting and safety devices on vehicles as submitted by manufacturers based upon an analysis of testing laboratory report as compared with legal requirements.

Corresponds with manufacturers of foreign vehicles to determine type of lighting devices and other safety equipment that will be used on their vehicles in the future.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of purchasing methods and procedures, including buying, inspecting, storage and shipping methods.

Considerable knowledge of sources of supply, markets and price trends.

Considerable knowledge of the various grades and qualities of a variety of materials, supplies and equipment.

Considerable knowledge of the vehicle safety and lighting device code and the relationship between this code and laboratory testing methods and procedures.

PURCHASING AGENT (continued)

PURCHASING AGENT

Considerable knowledge of office management principles and practices.
Considerable knowledge of the laws, ordinances and other requirements governing the purchase of commodities.

Ability to make difficult decisions and to award contracts on an impartial and objective basis.

Ability to establish and maintain effective working relations with state officials, manufacturer's representatives, vendors, employees, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from college with specialization in business administration, public administration or an appropriate related field.

Considerable progressively responsible governmental purchasing experience.

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DESIRABLE TRAINING AND EXPERIENCE

Develops specifications for materials, supplies and equipment exceeding two hundred dollars in valuation; invites vendors to bid on specifications; receives, tabulates and selects bids based on best quality and price. Coordinates purchase orders for Executive Council approval; prepares and handles selection of best bid. Prepares requisitions for printing to State Printing Board; maintains equipment inventory for all divisions of the department. Reviews and approves or disapproves applications for lighting and safety devices on vehicles as submitted by manufacturers based upon an analysis of testing laboratory report as compared with legal requirements. Coordinates with manufacturers of foreign vehicles to determine type of lighting devices and other safety equipment that will be used on their vehicles in the future. Relations related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of purchasing methods and procedures, including buying, receiving, storage and shipping methods. Considerable knowledge of sources of supply, markets and price trends. Considerable knowledge of the various grades and qualities of a variety of materials, supplies and equipment. Considerable knowledge of the vehicle safety and lighting device code and the relationship between this code and laboratory testing methods and procedures.

DEPUTY PUBLIC SAFETY COMMISSIONERDEFINITION

This is staff work in providing important administrative assistance to the Public Safety Commissioner.

Work of this class involves responsibility for investigating and resolving day to day administrative problems arising from a specific group of divisions to which assigned. Responsibilities extend to providing some line supervision over division directors where policy is clearly established and there is no need for recourse to the Commissioner. A Deputy Commissioner may be assigned responsibility for an auxiliary program, e.g., the development and implementation of a department-wide personnel program. Responsibilities extend to conferring with the Public Safety Commissioner, division heads and other state department heads as well as the public in an effort to define administrative or public relations problems and subsequently to conduct studies or investigations as necessary to resolve these problems; Deputy Commissioner writes a variety of correspondence, speeches and news release material as necessary to further define or resolve such problems. Although a Deputy Commissioner reports directly to the Public Safety Commissioner, he is allowed wide latitude for independent judgment in assuming and carrying out his responsibilities. Work is reviewed for the extent to which it enhances the goals and objectives of the Public Safety program in Iowa.

TYPICAL TASKS

As department legal consultant, researches problems with respect to code interpretation and administrative rule definition; participates in staff meetings and conferences at the division, department and Executive Council level both to present and to elicit support for specific Public Safety programs; writes and presents speeches before professional groups and community organizations to further explain and elicit support for programs.

Answers a great variety of questions posed by other law enforcement agencies or the public, orally, by telephone or in writing; resolves all types of complaints from the public and from division personnel through investigation and diplomacy; travels throughout the state, making personal contact with field agents and patrolmen to ascertain and eliminate personnel problems and functional problems in law enforcement.

Participates with the Public Safety Commissioner, other deputies and division heads in the definition of Public Safety programs and subsequently the development of procedures and standards for the implementation of such programs.

As a representative of the Commissioner, provides limited line supervision over assigned public safety divisions as necessary to resolve day to day operating problems where policy is clearly established and such problems do not have to be referred to the Public Safety Commissioner himself.

Plans, supervises and participates in the development and implementation of a comprehensive personnel program; including employee selection, hiring, placement, counseling and discipline; develops personnel procedures; writes employee handbooks and other employee relations material; acts as a personnel advisor to the Commissioner.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and techniques of law enforcement administration.

Considerable knowledge of the administrative responsibilities and work procedures of the major divisions of the Department of Public Safety.

Working knowledge of modern developments, current literature and sources of information in the field of public safety.

Working knowledge of the principles, practices and procedures of public administration, with emphasis upon law enforcement administration.

Ability to supervise and direct the activities of other professional supervisory personnel in a manner conducive to full performance and high morale.

Ability to analyze the systems and procedures of a variety of divisions and suggest creative modifications and improvements.

Ability to deal tactfully and courteously with the public.

Ability to compile and present comprehensive and concise reports, both orally and in writing.

Ability to apply imagination, ingenuity, aggressiveness, diplomacy and follow-through to a wide variety of public safety administrative problems.

DESIRABLE TRAINING AND EXPERIENCE

Possession of a law degree or graduation from college with major course work in public administration, business administration, or an appropriate field.

Considerable progressively responsible experience in public administration, preferably including responsible law enforcement administrative work.

PUBLIC SAFETY COMMISSIONERDEFINITION

This is administrative work in the direction of all functions of the Department of Public Safety.

Work of this class involves responsibility for planning, organizing, staffing, directing, and coordinating with other state departments as well as other federal, state, county and local law enforcement agencies the activities of a large and diverse group of personnel together with their directors engaged in a variety of state law enforcement activities. Specific programs within the department include: safety education, criminal investigation, radio communications, highway patrol, fire prevention and inspection, vehicle dealer licensing, vehicle registration, driver examination, driver safety responsibility, and a variety of auxiliary support functions, including bookkeeping and accounting, personnel, publicity, and research and statistics. Within an administrative framework established by executive policy and administrative code, the employee exercises extensive judgment and discretion in providing leadership and direction for the department's programs.

TYPICAL TASKS

Confers with the Governor to define programs and clarify executive directives; confers with the Attorney General as necessary to receive formal opinions upon or clarify the intent of legislation with respect to the public safety programs.

Meets with appropriate department and division heads to define program components and develop systems and procedures for implementation of programs; participates with division directors in the development of preliminary budget estimates; presents and defends department budget before Governor or his representative and Legislature or its representatives; controls department expenditures within adopted budget limitations.

Defines and directs a safety education program; coordinates program with activities of the Department of Public Instruction as well as specific school faculties.

Defines and directs a criminal investigation program, with emphasis upon providing law enforcement assistance to those cities and communities in the state which, because of size or other factors, are unable to provide quality enforcement services for their citizens.

Defines and directs a communications program in support of enforcement functions, including networks within patrol districts, within the state, and on a national scale.

PUBLIC SAFETY COMMISSIONER (continued)

Defines and directs a statewide highway safety patrol program, with emphasis upon accident prevention, but with equal emphasis upon rapid and efficient accident investigation as well as related highway or general law enforcement functions.

Defines and directs a motor vehicle registration program wherein vehicle and owner data are recorded and filed in a variety of ways calculated to provide immediate and accurate availability of information for identification and law enforcement purposes.

Defines and directs a statewide fire prevention inspection and suspected arson investigation program, with emphasis upon those communities which are unable, because of size and budget, to provide quality services of this kind for their citizens.

Defines and directs an automotive vehicle dealer licensing program to insure not only authentication of dealerships but also dissemination of a variety of motor vehicle sales, registration and related information of a current nature to dealers.

Defines and directs a driver licensing and insurance or safety responsibility program, including the examination and licensing of drivers on a statewide basis as well as the maintenance of comprehensive records and files for the purpose of driver identification for law enforcement purposes.

Defines and directs a research and statistics program designed to collect, tabulate, summarize and assist in interpreting a variety of statistics relative to the activities and production of all divisions; directs the coordination of this program with central data processing.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of modern law enforcement administration and police methods.

Extensive knowledge of the standards by which the quality of law enforcement service is evaluated.

Extensive knowledge of the use of police records and their application to enforcement, administration and future planning.

Extensive knowledge of the types and uses of communication devices and automotive equipment in modern law enforcement work.

Extensive knowledge of the adaptability of machine records as well as data processing equipment to law enforcement problems.

Extensive knowledge of motor vehicle and driver control organization and methods as practiced in other states as well as the State of Iowa.

Thorough knowledge of all pertinent codes and administrative rules as well as related national, state, county and municipal laws and ordinances.

PUBLIC SAFETY COMMISSIONER (continued)

Ability to plan, lay out, and supervise the work of a large number of professional and clerical subordinates performing a variety of operations connected with law enforcement administration.

Ability to delegate authority and to lead and direct men in a manner conducive to full performance, high morale, and a high level of discipline.

Ability to establish and maintain effective working relationships with other federal, state, county and municipal law enforcement officials as well as civic leaders and the general public.

Ability to prepare and present comprehensive, concise and effective oral and written information.

Ability to speak before groups in a manner which will elicit their enthusiasm and support.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from college with major course work in criminology, police administration, law or an appropriate related field, preferably with additional course work at the graduate level in law enforcement administration.

Extensive progressively responsible uniformed field work, plain clothes investigative work, and driver and motor vehicle licensing work, preferably including thorough responsible administrative experience.

DRIVER EXAMINING CLERK IDEFINITION

This is clerical and typing work performed at a driver licensing office.

Work of this class involves responsibility for the application of good typing skill and some knowledge with respect to general office procedures to the issuance of driver licenses and the maintenance of related records. Responsibilities extend to interviewing license applicants, administering written tests, and operating vision testing equipment as required, although incumbents in positions of this class generally devote more time to typing and clerical functions than to interview and applicant testing work. Once learned, routine typing and clerical tasks are generally performed under only general supervision, although immediate supervision is always available when needed. Work is reviewed principally for quantity and quality of production.

TYPICAL TASKS

From information written out by applicants, types driver and chauffeur licenses as well as instruction permits; types name, address, birthdate, expiration data, height and similar types of information on the license; completes daily report of numbers and kinds of licenses issued; accounts for licenses voided as well as those issued.

Compiles information for and types other reports, including duplicate license applications turned in, examiner expense accounts, renewals issued, expired licenses, and similar or related reports.

Answers inquiries from applicants; administers and grades written examinations; explains grading system.

Is responsible for all office activities in the absence of the senior clerical employee; completes requisitions for supplies and forms to be sent from central headquarters.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Working knowledge of modern office principles, practices and equipment.

Working knowledge of business English, spelling and commercial arithmetic.

Ability to make minor decisions in accordance with rules and regulations and to apply these decisions to work problems.

Ability to maintain moderately complex clerical records, and to prepare detailed reports from such records.

Ability to understand and follow moderately complex oral and written instructions.

Ability to make arithmetic computations and tabulations accurately and with reasonable speed.

DRIVER EXAMINING CLERK I (continued)

Skill in typing accurately from rough draft or plain copy at a reasonable working rate of speed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Experience in general clerical and typewriting work.

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TYPICAL TASKS

From information written out by applicants, type driver and obtain four license as well as instruction permits; type names, address, birth date, examination date, height and similar types of information on the license; complete daily report of numbers and kinds of license issued; accounts for license voided as well as those issued; compile information for and type other reports, including duplicate license applications turned in, examiner expense accounts, renewals issued, expired licenses, and similar or related reports; Answer inquiries from applicants; administrators and guides within examination; explain waiting system; be responsible for all office activities in the absence of the clerical employee; complete requisitions for supplies and forms to be sent from central headquarters; perform related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Working knowledge of modern office procedures, practices and equipment; Working knowledge of business English, spelling and commercial arithmetic; Ability to make minor decisions in accordance with rules and regulations and to apply these decisions to work problems; Ability to maintain moderately complex clerical records, and to prepare related reports from such records; Ability to understand and follow moderately complex oral and written instructions; Ability to make arithmetic computations and explanations accurately and with reasonable speed.

DRIVER EXAMINING CLERK IIDEFINITION

This is advanced clerical and typing work performed at a driver license examining office.

Work of this class involves responsibility for the application of a comprehensive knowledge of driver licensing procedures and regulations to the administration of subject matter and visual examinations as well as the typing and issuance of driver licenses and the maintenance of related records. Responsibilities extend to the supervision of a typist who is responsible for performing the bulk of typing tasks in the office. Work is performed under the general direction of a Highway Patrolman who acts as principal examiner and conducts practical driving tests for applicants. Work is reviewed through an appraisal of the effectiveness of the clerical procedures as practiced in the examining office.

TYPICAL TASKS

Interviews license applicants to determine whether subject has any mental or physical disabilities, whether his license has ever been suspended, revoked, canceled, or denied; records this information on license application.

Administers vision test and oral or written tests; grades examinations and explains testing procedures, principally to those who fail, but also to any person requesting further information.

Collects fees for licenses issued; receipts and accounts for fees.

Resolves a variety of unusual situations in the best interests of both the applicant and the state, including applicants who have visual impairment, applicants who can neither read nor write, and similar non-routine situations.

Explains correspondence individuals receive from central headquarters with respect to suspension or revocation of license; answers a variety of questions about driver licensing and motor vehicle regulations generally, or refers customer to appropriate authority.

Compiles information for and types or supervises the typing of daily transmittal form which includes number and type of license applications that have been processed, number of licenses issued, moneys received, and number of original, expired and renewed licenses.

Compiles periodic summary reports of information contained in daily transmittal sheets; maintains files of driving test score sheets; completes parent affidavits for consent to drive for juveniles and under eighteen.

Completes requisitions for supplies; receives and stores office supplies; maintains records of other office expenses.

Performs related work as required.

DRIVER EXAMINING CLERK II (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern office principles, practices and equipment.

Considerable knowledge of driver licensing rules, regulations, procedures and functions.

Ability to apply and interpret department policies and procedures.

Ability to carry out routine clerical tasks independently and to conduct correspondence without review.

Ability to prepare clear and concise oral and written reports.

Ability to keep complex records and to prepare periodic reports from such records.

Ability to make arithmetic computations and tabulations accurately and with reasonable speed.

Skill in typing accurately from rough draft or plain copy at a reasonable working rate of speed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable experience in responsible clerical and typing work, including experience in a driver licensing office.

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REGISTRATION AND DEALER LICENSING INSPECTORDEFINITION

This is inspection and investigation work relating to the vehicle registration and dealer licensing programs.

Work of this class involves responsibility for periodically visiting county treasurer offices and automotive dealerships not only to insure compliance with vehicle titling and license plate issuance regulations but also with dealer licensing laws. Responsibilities extend to providing information on newly adopted procedures or helping treasurers or dealers with clarification of existing regulations and procedures. An employee is responsible for contacting treasurers and dealers in a multiple county area of the state; because of the considerable physical distance from central authority, an employee must exercise much individual judgment and discretion in carrying out his work. Work is reviewed through an appraisal of its effectiveness in supporting the vehicle registration and dealer licensing programs.

TYPICAL TASKS

Contacts county treasurers offices in a multiple county state district to convey information with respect to or assist with problems relating to motor vehicle registration; answers a variety of questions concerning both established and new procedures involved in vehicle registration.

Conducts investigations concerning misdemeanor or felony violations of the motor vehicle registration laws; obtains statements from witnesses; checks documents and records for authenticity; verifies statements; determines possibility of violations; collaborates with county attorneys in developing cases for prosecution.

Inspects specially constructed or reconstructed vehicles to determine proper registration; affixes vehicle identification numbers to vehicles; determines legality of body or equipment change on vehicles; participates in the enforcement of vehicle laws on the highways while enroute from county to county.

Inspects buildings and leases of persons making application for new or used car dealer licenses; similarly inspects all truck, mobile home, camper, boat trailer and horse trailer dealer license applications; approves application for license once it is determined that applicant meets regulations and standards.

Investigates all complaints in his district with respect to persons advertising motor vehicles for sale without proper license; answers a variety of calls and letters from persons inquiring about any matter with respect to laws controlling motor vehicles in the State of Iowa.

Investigates cases of selling motor vehicles or making transfer where serial number on title does not correspond to that on vehicle, offering

REGISTRATION AND DEALER LICENSING INSPECTOR (continued)

new motor vehicles for sale without having franchise or contract with manufacturer to offer same for sale, falsification of notary seal, improper issuance of paper plates, failure to collect fees, and similar cases of non-compliance with law or regulations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of state motor vehicle registration laws, regulations and administrative procedures.

Considerable knowledge of kinds and types of motor vehicles together with special equipment commonly used in the various trades or transportation specialties.

Considerable knowledge of the vehicle dealer licensing laws and regulations together with procedures involved in licensing.

Considerable knowledge of the various kinds and types of dealerships and the specific application of laws and regulations to each.

Considerable knowledge of the legal relationship between Iowa vehicle registration and dealer licensing laws and enforcement functions of other agencies, including federal, state, county and municipal jurisdictions.

Considerable knowledge of investigative techniques, including the identification and preservation of documents and other evidence.

Ability to enforce laws and regulations tactfully, firmly and impartially.

Ability to establish and maintain effective working relationships with county treasurers, dealers, the general public and law enforcement personnel.

Ability to prepare clear and concise written and oral reports.

Ability and willingness to travel extensively.

Ability to meet such specific age requirements as may be required by competent authority.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable experience in personal contact or investigative work, preferably including some experience affording familiarity with the state vehicle registration and dealer licensing laws as well as automotive sales methods and techniques.

8/64

ASSISTANT VEHICLE REGISTRATION DIRECTORDEFINITION

This is advanced supervisory work supporting the direction of the Motor Vehicle Registration Division.

Work of this class involves responsibility for collaborating with the Vehicle Registration Director in the development of division policies and procedures, and subsequently providing important administrative assistance to the Director in carrying out established policies. The employee works with considerable independence in solving routine day to day problems; he works closely with the Director in resolving unusual or more complex situations. Work is reviewed for the extent to which it creatively contributes to the fulfillment of division functions and objectives.

TYPICAL TASKS

Participates with the division director in the interpretation of laws and policy directives from the Public Safety Commissioner; participates in the definition of division goals and objectives; collaborates with the division head and subordinate supervisors in the development of systems and procedures for the division.

Participates in periodic staff meetings to convey to subordinate supervisors constructive criticism of their work or improved methods with respect to the system; periodically evaluates employee performance; develops and administers training programs.

Participates in the development of preliminary budget estimates together with justifications for such estimates; assists in controlling expenditures within adopted budget limitations.

In the absence of the division director, assumes that official's responsibilities.

Conveys registration procedures to county treasurers and their employees, and assists them with their problems regarding the registration and titling of all types of vehicles.

Travels to other states for professional motor vehicle registration meetings; answers a variety of questions from the public with respect to motor vehicle registration procedures and law; speaks before professional groups and civic organizations to explain and elicit support for program.

Inspects reconstructed vehicles of all types to ascertain appropriate classification for registration; inspects homemade trailers, camp trailers and mobile homes for the same purpose.

Assists in the coordination of division activities with work of other public safety divisions as well as the activities of other federal, state, county and municipal law enforcement agencies.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the laws and regulations governing the registration of vehicles in the State of Iowa.

Thorough knowledge of the relationship between vehicle registration and other law enforcement functions, at the federal, state, county and municipal level.

Thorough knowledge of modern office appliances and procedures, with emphasis upon large-scale filing systems.

Ability to supervise the activities of a large and diverse clerical staff in a manner conducive to full performance and high morale.

Ability to evaluate the effectiveness of clerical personnel and their supervisors against acceptable standards of work performance.

Ability to analyze conflicting suggestions for procedural changes and to recommend solutions of merit.

Ability to develop and present comprehensive and concise reports and related activity summaries both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Thorough responsible experience in motor vehicle registration clerical supervision:

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VEHICLE REGISTRATION DIRECTORDEFINITION

This is administrative work with responsibility for operation of the motor vehicle registration division.

Work of this class involves responsibility for planning, organizing, staffing, directing and coordinating with other Public Safety divisions the activities of a variety of clerical personnel and their supervisors engaged in auditing county registration activities, inspecting county operations, and maintaining a variety of filing systems. Division functions and objectives are determined in collaboration with the Public Safety Commissioner, after which the employee exercises considerable discretion and judgment in organizing and directing the division. Work is reviewed through an appraisal of the effectiveness with which Iowa motor vehicle registration laws and regulations are enforced.

TYPICAL TASKS

Participates with the Public Safety Commissioner in the definition of agency functions and objectives; seeks and implements Attorney General opinions with respect to motor vehicle registration laws and regulations; develops division budget estimates together with justifications; controls division expenditures within limitations imposed by adopted budgets.

Selects, hires, trains, places, disciplines, counsels and assists employees in personal development; periodically evaluates employee proficiency; supervises the maintenance of employee work records and related payroll data.

Coordinates the division's activities with those of other Public Safety divisions as well as federal, state, county and municipal agency activities.

Attends national and regional motor vehicle professional association meetings; speaks before professional organizations and community groups to explain and defend program as well as elicit support for same.

Directs the technical supervision and post auditing of vehicle registration functions performed by all county treasurer offices in the state; periodically meets with representatives from such offices to convey new regulations or clarify existing laws and regulations.

Conducts periodic staff meetings with field inspectors to insure that proper liaison between the division and county treasurers is maintained and to brief inspectors on questions and problems they have encountered in the field.

Supervises the maintenance of adequate supplies of printed forms and related materials for distribution to county offices; supervises the requisition of license plates and the accounting for same.

VEHICLE REGISTRATION DIRECTOR (continued)

Supervises and participates in the preparation of procedures manuals and related administrative guides or tools.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the laws and regulations governing the registration of motor vehicles in the State of Iowa.

Extensive knowledge of the relationship between the motor vehicle registration program and the law enforcement functions of other public safety divisions as well as other federal, state, county and municipal enforcement agencies.

Thorough knowledge of modern office management principles and standards, with emphasis on large-scale filing systems.

Ability to direct the activities of a large and diverse group of clerical personnel and their supervisors in a manner conducive to full performance and high morale.

Ability to effectively direct and evaluate the activities of field personnel scattered statewide.

Ability to evaluate the effectiveness of subordinate supervisory personnel in maintaining uniform work standards.

Ability to analyze conflicting suggestions for procedural changes and to propose creative solutions to systems problems.

Ability to develop and present comprehensive and concise reports orally or in writing.

Ability to effectively speak before professional organizations and community groups.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Extensive progressively responsible experience in motor vehicle registration clerical supervision.

ASSISTANT DEALER LICENSING DIRECTORDEFINITION

This is advanced and supervisory inspectional and investigative work relating to enforcement of the motor vehicle dealer licensing laws.

Work of this class involves responsibility for participating with the Dealer Licensing Director in the interpretation of administrative directives and law as necessary to define division program content. Within established programs, the employee provides important assistance to the Director not only by rendering technical supervision over dealer licensing inspectors but also by personally participating in the most complex inspection or investigation cases. Within policy limits established by the Director, the employee is allowed considerable freedom in determining methods of control over field personnel. Work is reviewed for the extent to which it creatively supports the dealer licensing program.

TYPICAL TASKS

Participates with the Dealer Licensing Director in the interpretation of directives promulgated by the Public Safety Commissioner; within defined programs, participates with the Director and field personnel in the development of dealer control procedures and practices.

Participates in the development of division budget estimates; participates in the control of expenditures within adopted budget limitations.

Travels to multiple county licensing enforcement areas to visit with licensing inspectors and assist them in the resolution of their more complex problems as well as convey to them interpretations of directives emanating from the central office.

Personally participates in the inspection of dealer applicants and periodic visits with licensed dealers in a multiple county area; investigates complaints with respect to violation of disclosure laws, violations of title and registration regulations, and similar or related violations; answers a variety of questions from dealers or the public, especially about dealer licensing regulations and generally about all motor vehicle laws and regulations.

As a peace officer, participates in the enforcement of all state laws and regulations, especially those pertaining to highway traffic control.

Speaks before professional and civic groups to explain and defend licensing program as well as elicit support for same.

Periodically writes activity or progress reports; reviews reports submitted by field inspectors; tabulates, summarizes and interprets statistical data with respect to activities of division.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the state laws and regulations governing motor vehicle dealer licensing.

Thorough knowledge of the principles and practices employed in the sale of new or used vehicles.

Thorough knowledge of the relationship between enforcement of dealer licensing laws and enforcement of other related laws and regulations, at the federal, state, county and municipal level.

Thorough knowledge of the forms and systems involved in the enforcement of the Iowa Dealer Licensing Law.

Ability to control the activities of field personnel through infrequent contact.

Ability to supervise and participate with inspectors in a manner conducive to full performance and high morale.

Ability to effectively communicate ideas and regulations to motor vehicle dealers.

Ability to enforce the Dealer Licensing Law with courtesy, fairness, tact and impartiality.

Ability to speak before groups in an effective manner.

Ability to express ideas clearly and concisely orally or in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible experience in the field of motor vehicle law enforcement work, preferably including experience in new or used car sales work.

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DEALER LICENSING DIRECTORDEFINITION

This is administrative work in directing the activities of the dealer licensing division.

Work of this class involves responsibility for planning, organizing, staffing, directing and coordinating with the activities of other Public Safety divisions the work of a number of inspectors engaged in enforcement of the Iowa Dealer Licensing Law and regulations. Although the employee participates with the Public Safety Commissioner in interpretation of law and definition of program content, the employee exercises considerable independent judgment in carrying through day to day activities within established policies. Unlike other motor vehicle divisions, the dealer licensing division is financed by a trust fund comprised of license fees; this gives the employee somewhat more control over funds than is found in other division head jobs, where operating expense limitations are imposed by operating budgets. Work is reviewed for the efficiency and effectiveness with which dealer licensing laws are enforced.

TYPICAL TASKS

Participates with the Public Safety Commissioner in defining program content; participates with subordinate supervisors and field personnel in the development of division systems and procedures.

Maintains an accounting of fees received and other income together with disbursements from the trust fund; prepares periodic financial statements and reports for submission to the Public Safety Commissioner and Comptroller.

Directs the activities of field personnel engaged in Dealer Licensing Law enforcement in multiple county areas of the state; personally participates in the more difficult inspectional or investigational cases.

Selects, hires, places, trains and periodically evaluates the performance of employees supervised; maintains appropriate personnel records.

Orders, accounts for and distributes dealer license plates.

Is responsible for enforcement of the disclosure law, the ban of sales on Sundays, and the control of advertisements presented to the public through various advertising media by automotive dealers.

Coordinates the activities of division with those of other Public Safety divisions as well as related federal, state, county and municipal enforcement agencies.

DEALER LICENSING DIRECTOR (continued)

Participates in the control of auto auctions by checking titles and registrations to see that serial numbers correspond, that liens are released, and that cars are in dealership name of dealer.

Speaks before vehicle and dealer registration professional associations and community groups to explain and defend dealer licensing program as well as to elicit support for this program.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the Iowa laws and regulations governing licensing of motor vehicle dealers.

Extensive knowledge of the sales and accounting practices employed by new and used car dealers.

Extensive knowledge of the relationship between dealer license law enforcement and the enforcement of other motor vehicle laws, at the federal, state, county and municipal level.

Ability to control the activities of field personnel engaged in decentralized out-state operations.

Ability to supervise and participate with inspection and investigative personnel in a manner conducive to full performance and high morale.

Ability to maintain income and expense accounts for a trust fund.

Ability to effectively speak before large groups.

Ability to develop and present concise and comprehensive reports both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Extensive experience in the enforcement of dealer licensing laws, preferably including considerable supervisory experience.

DRIVER IMPROVEMENT SUPERVISORDEFINITION

This is supervisory work in directing the driver improvement program.

Work of this class involves responsibility for planning, supervising and reviewing the work of clerical personnel engaged in periodically reviewing driver histories to determine whether or not degree of driver involvement in accidents or traffic violations warrants the suspension or revocation of individual driver licenses. The employee coordinates his program with those administered in other sections of the driver licensing division. Within policy established by the division head, the employee is allowed considerable freedom in determining procedures and resolving day to day operating problems. Work is reviewed through an appraisal of the effectiveness of the driver improvement program.

TYPICAL TASKS

Collaborates with the Driver Licensing Director in the development of policy for the driver improvement section; works with division head and other section heads in developing systems and procedures which not only effectively carry out the driver improvement program but also coordinate well with other driver control activities.

Participates in the selection, hiring, training, placement and discipline of employees; conducts on-going training programs and related personnel development activities; resolves a variety of grievances and complaints from clerical employees.

Participates with the division head in developing preliminary budget estimates and defending those estimates before the Public Safety Commissioner; participates in the control of expenditures within adopted budget limitations.

Participates in "selling" the driver improvement program to citizens individually or collectively by answering a variety of questions personally or by telephone or correspondence and speaking before student groups and community organizations to explain and elicit support for the driver improvement program.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern office management practices, procedures and equipment.

Considerable knowledge of the laws and regulations governing the driver improvement program.

DRIVER IMPROVEMENT SUPERVISOR (continued)

Considerable knowledge of the laws and regulations governing other related motor vehicle and driver registration and control programs.

Working knowledge of bookkeeping methods and principles.

Working knowledge of large-scale filing techniques and equipment.

Ability to make arithmetic computations quickly and accurately.

Ability to carry out responsible clerical programs relatively independent of direct supervision.

Ability to plan, assign and supervise the work of subordinate clerical personnel in a manner conducive to full performance and high morale.

Ability to develop and present comprehensive and concise reports, orally or in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by college level course work in business or public administration or an appropriate related field.

Considerable progressively responsible field and office work in administration of the driver licensing laws, including responsible supervisory experience.

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DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the laws and regulations governing the driver improvement program.
Considerable knowledge of modern office management practices, procedures and equipment.

SAFETY RESPONSIBILITY SUPERVISORDEFINITION

This is supervisory work in directing the safety responsibility program.

Work of this class involves responsibility for planning, supervising and reviewing the work of clerical personnel engaged in the processing or accident reports and contact with parties involved in accidents as necessary to ascertain that parties are either covered by appropriate insurance or are able to pay for such damage. Work includes supervision of a program coupled with license suspension and revocation regulations wherein parties must show proof of future liability insurance coverage. The employee coordinates his program with those administered in other sections of the driver licensing division. Within policy established by the division head, the employee is allowed considerable freedom in determining procedures and resolving day to day operating problems. Work is reviewed through an appraisal of the effectiveness of the safety responsibility program.

TYPICAL TASKS

Collaborates with the Driver Licensing Director in the development of policy for the safety responsibility section; works with division head and other section heads in developing systems and procedures which not only effectively carry out the safety responsibility program but also coordinate well with other driver control activities.

Participates in the selection, hiring, training, placement and discipline of employees; conducts on-going training programs and related personnel development activities; resolves a variety of grievances and complaints from clerical employees.

Participates with the division head in developing preliminary budget estimates and defending those estimates before the Public Safety Commissioner; participates in the control of expenditures within adopted budget limitations.

Participates in "selling" the safety responsibility program to citizens individually or collectively by answering a variety of questions personally or by telephone or correspondence and speaking before student groups and community organizations to explain and elicit support for the safety responsibility program.

Supervises clerical employees engaged in the processing of accident reports and safety responsibility cases by inspecting forms for proper completion, determining value of property damage reported, suspending driver licenses, entering judgments, and receiving and accounting for security deposits.

Performs related work as required.

SAFETY RESPONSIBILITY SUPERVISOR (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern office management practices, procedures and equipment.

Considerable knowledge of the laws and regulations governing the driver safety responsibility program.

Considerable knowledge of the laws governing other related motor vehicle and driver registration and control programs.

Working knowledge of bookkeeping methods and principles.

Working knowledge of large-scale filing techniques and equipment.

Ability to make arithmetic computations quickly and accurately.

Ability to carry out responsible clerical programs relatively independent of direct supervision.

Ability to plan, assign and supervise the work of subordinate clerical personnel in a manner conducive to full performance and high morale.

Ability to develop and present comprehensive and concise reports, orally or in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by college-level course work in business or public administration or an appropriate related field.

Considerable progressively responsible field and office work in the administration of the safety responsibility laws, including responsible supervisory experience.

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ASSISTANT DRIVER LICENSING DIRECTORDEFINITION

This is advanced supervisory work supporting the direction of the driver licensing and safety responsibility division.

Work of this class involves responsibility for participating with the Driver Licensing Director in the interpretation of administrative directives and law as necessary to define division program content, and subsequently providing important administrative assistance to the Director in providing immediate supervision over division employees and resolving day to day operating problems. The employee works with considerable independence in the surveillance of routine matters; he works closely with the Director in resolving unusual or complex situations. Work is reviewed for the extent to which it creatively supports the driver licensing and safety responsibility program.

TYPICAL TASKS

Participates with the division director in the interpretation of laws and policy directives from the Public Safety Commissioner; participates in the definition of division goals and objectives; collaborates with the division head and subordinate supervisors in the development of systems and procedures for the division.

Participates in the development of preliminary division budget estimates together with the presentation and justification of those estimates before the Public Safety Commissioner; participates in the control of expenditures within adopted budget limitations.

Resolves personnel problems and other administrative matters that arise when the Director is out of the office or is otherwise occupied; participates in driver improvement schools, training sessions, hearings, and the presentation of records in court.

Answers a variety of telephone calls and written communications from attorneys, insurance officials and individuals regarding driver license files, suspensions, revocations, financial responsibility requirements, implied consent matters, rules of the road, and other similar or related requests for information.

Examines reports of the more serious traffic violations received from peace officers to determine action to be taken against the offender based upon the seriousness of the offence and department policies; works with the Attorney General's office in developing case materials for prosecution.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the laws and regulations governing the driver licensing and safety responsibility programs in Iowa.

Thorough knowledge of the relationship between driver licensing and safety responsibility and other law enforcement functions, at the federal, state, county and municipal level.

Thorough knowledge of modern office appliances and procedures, with emphasis upon large-scale filing systems.

Considerable knowledge of budget preparation procedures.

Considerable knowledge of driver licensing and safety responsibility practices prevalent in other states.

Ability to supervise the activities of a large and diverse clerical staff in a manner conducive to full performance and high morale.

Ability to analyze conflicting suggestions for procedural changes and recommend solutions of merit.

Ability to develop and present comprehensive and concise reports and related activity summaries both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by advanced course work in office management.

Thorough progressively responsible experience in driver licensing and safety responsibility program supervision, including some work with attorneys in developing information for court presentation.

DRIVER LICENSING DIRECTORDEFINITION

This is administrative work in directing the activities of the driver licensing and safety responsibility division.

Work of this class involves responsibility for planning, organizing, staffing, directing and coordinating with the activities of other public safety divisions the work of a large and diverse group of clerical personnel together with their supervisors engaged in a state-wide driver examining and driver safety responsibility program. Responsibilities extend to participating with the Public Safety Commissioner in the evaluation of equipment and personnel utilization in both the division and the department as a whole. Participates with the Commissioner in the development of division goals and objectives, and subsequently utilizes considerable independence of action in giving leadership and direction to the implementation of such policies. Work is reviewed through an appraisal of the effectiveness of the driver licensing and safety responsibility programs.

TYPICAL TASKS

Participates with the Public Safety Commissioner in the definition of division functions and objectives; seeks and implements Attorney General opinions with respect to driver licensing and safety responsibility laws and regulations; develops division budget estimates together with justifications; controls division expenditures within limitations imposed by adopted budgets.

Selects, hires, trains, places, disciplines, counsels and assists employees in personal development; periodically evaluates employee proficiency; supervises the maintenance of employee work records and related payroll data.

Coordinates the division's activities with those of other public safety divisions as well as federal, state, county and municipal agency activities.

Answers correspondence and telephone calls from attorneys, insurance officials, courts, police agencies and individuals inquiring about driver records as well as suspensions or revocations; appears in court to present records or documents taken from driver license files; certifies copies of driver records for use in court.

Participates in staff meetings with supervisors to evaluate suggestions for changes in methods or systems; implements changes in procedures designed to streamline or otherwise augment systems.

Attends national and regional motor vehicle and driver licensing professional association meetings; speaks before professional organizations and community groups to explain and elicit support for program.

DRIVER LICENSING DIRECTOR (continued)

Maintains a knowledge of the current literature and sources of information in the field of vehicle and driver law enforcement and control.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the laws and regulations governing the examination of drivers and determination of safety responsibility in Iowa.

Extensive knowledge of the relationship between the driver examining and safety responsibility program and the law enforcement functions of other public safety divisions as well as other federal, state, county and municipal enforcement agencies.

Thorough knowledge of modern office management principles and standards, with emphasis upon large-scale filing systems.

Thorough knowledge of budget preparation and expenditure control procedures.

Thorough knowledge of driver examining and safety responsibility practices prevalent in other states.

Considerable knowledge of the current literature and sources of information in the field of driver examining and motor vehicle and driver regulations.

Ability to direct the activities of a large and diverse group of clerical personnel and their supervisors in a manner conducive to full performance and high morale.

Ability to analyze conflicting suggestions for procedural changes and to propose creative solutions to system problems.

Ability to develop and present comprehensive and concise reports orally or in writing.

Ability to effectively speak before professional organizations and community groups.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by college level course work in business or public administration, or an appropriate related field.

Extensive progressively responsible driver examining and safety responsibility experience, including responsible supervisory work as well as work with attorneys in developing information for court presentation.

VEHICLE AND DRIVER STATISTICS DIRECTORDEFINITION

This is skilled and supervisory work in the coding and machine tabulation and summary of vehicle and driver activity statistics.

Work of this class involves responsibility for planning, organizing, supervising and participating with clerical and machine operations employees engaged in coding driver and automotive accident information for machine punching into tabulating cards and subsequent machine reporting of programmed statistical information. Much of the finished product is routine public safety information; special studies or special requests for information may require the assistance of either a factory representative or a data processing programmer working on loan from another agency. Tasks are performed under general rather than technical supervision, with considerable latitude for the use of independent judgment and initiative. Work is reviewed primarily for the usefulness and accuracy of reports produced.

TYPICAL TASKS

Supervises the work of coders engaged in classifying auto accident information by location, type, major cause, driver name, charge for which ticketed, and the kind of road and conditions under which accident occurred, this coding in preparation for keypunching.

Supervises keypunchers engaged in punching tabulating cards with coded information relative to driver and auto accident data.

Supervises the operation of a tabulating machine together with support equipment, including collator, interpreter, reproducer, sorter, keypunch verifiers and similar or related equipment.

Confers with Public Safety Commissioner and division heads in the development of ideas with respect to needed statistical data, report format, and the design of source documents for best machine tabulation and summary of such information.

Coordinates machine processing activities with those of the central data processing unit in the Comptroller's office.

Develops preliminary budget estimates for the division; justifies estimates; controls division expenditures within adopted budget limitations.

Analyzes and interprets statistical data; writes comprehensive reports setting forth interpretation of accident information.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of statistical data collection and tabulation methods and practices, especially as applied to motor vehicle control.

Thorough knowledge of modern office practices and methods.

Thorough knowledge of the relationship between statistical data treatment and the administrative process.

Considerable knowledge of the operating characteristics of unit record tabulating equipment together with the adaptabilities and limitations of that equipment.

Ability to operate a variety of tabulating equipment and to make minor adjustments to the machines.

Ability to understand and carry out complex oral and written instructions.

Ability to supervise and participate with clerical and machine personnel in a manner conducive to full performance and high morale.

Ability to successfully coordinate the statistical function with other activities and divisions in the public safety department.

Ability to prepare and present concise and comprehensive oral and written reports.

Skill in the operation of typical tabulating equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by college level course work in statistics and data processing machine operations.

Considerable progressively responsible experience in the machine tabulation and summary of statistical data, preferably including some supervisory experience.

PUBLIC INFORMATION OFFICERDEFINITION

This is journalistic and public contact work in the promotion of department activities.

Work of this class involves responsibility for planning, outlining, writing and presenting to the various news media a variety of news release and related publicity items. Responsibilities extend to participating in the safety education program by developing special propaganda materials, attending a variety of conferences, and speaking before various community groups. Work of this class is characterized by the employment of individual initiative and independence in preparing and assembling material as well as deciding on the methods of dissemination. Work is reviewed through an appraisal of its effectiveness relative to the public relations and safety education programs.

TYPICAL TASKS

Writes news releases; prepares department program or activity announcements; participates in the writing of special safety education pamphlets and similar materials.

Provides technical assistance to the Public Safety Commissioner or his division heads in setting up, staging and publicizing special events.

Participates in the work of the Safety Education Division, including the explanation of program to visitors as well as the presentation of speeches before community groups to explain and elicit support for program.

Maintains close contact with persons in all media of public relations and civic groups to further the promotion of the work of the department.

Participates in the preparation of spot announcements and scripts for radio and television stations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of all media used in public relations.

Ability to prepare news and feature materials together with spot radio and television announcements.

Ability to collect newsworthy material.

Ability to plan and prepare effective exhibits.

Ability to lecture effectively on department functions.

Ability to establish and maintain effective working relationships with associates, supervisors, the press, radio and television personnel, and members of the general public.

Skill in writing various forms of informational material.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from college with major course work in the liberal arts, journalism or an appropriate related field.

Experience of a progressively responsible nature in the preparation and presentation of written public relations or promotional materials, including work with press, radio and television media.

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SAFETY CONSULTANTDEFINITION

This is professional work in the field of vehicle safety education. Work of this class involves responsibility for conducting a safety education program involving not only the dissemination of information, but also the collection of pertinent information from municipal officials as well as other citizens living in assigned districts of the state. Responsibilities extend to providing advice and materials to those organizations wishing to conduct vehicle safety check programs. Because an employee is located away from Des Moines in a separate geographic area, he must perform most of his day-to-day tasks with no supervision other than policies and procedures specified by the Safety Education Director. Work is reviewed through an appraisal of its effectiveness in disseminating information with respect to desirable vehicle safety standards and related matters.

TYPICAL TASKS

Contacts municipal officials to gather information related to safety programs, including law enforcement methods and records; court procedures, convictions and cases pending, traffic signalization and related control devices; school safety education programs; community safety promotion programs.

Participates in the tabulation, summary and interpretation of traffic data; develops recommendations for the solution of traffic control problems as indicated by traffic inventory analysis.

Provides advice, assistance and materials to city officials and civic organizations interested in conducting vehicle safety programs; collects information pertinent to the scope of safety program activity in each community.

Attends and participates in a variety of meetings and workshops conducted by vehicle safety associations and law enforcement agencies.

Plans and conducts special safety programs before law enforcement officials and civic groups, including the use of visual aids; participates in radio and television panel discussions and similar arrangements.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of public safety education.

Considerable knowledge of the nature and functions of federal, state, county and municipal law enforcement and related public safety organizations.

Considerable knowledge of the organization and interrelationship of community groups and agencies concerned with specific public safety programs.

SAFETY CONSULTANT (continued)

Ability to develop and carry through public safety education programs in an assigned district.

Ability to speak effectively and compose articles and speeches on public safety topics.

Ability to establish and maintain effective working relationships with associates, representatives of state and local agencies, and with community groups.

Ability to prepare and present comprehensive and concise reports both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from college with major course work in the liberal arts, journalism, speech, education or an appropriate related field.

Experience of a progressively responsible nature in publicity and public relations work, preferably including safety education experience.

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SAFETY EDUCATION DIRECTORDEFINITION

This is administrative work in planning and directing a statewide vehicle safety education program.

Work of this class involves responsibility for planning, organizing, staffing, directing and coordinating with the activities of other Public Safety divisions the work of field and office personnel engaged in the development and presentation through personal appearances or printed matter of information conducive to the safety and welfare of citizens operating automotive vehicles. The employee collaborates with the Public Safety Commissioner in the development of program goals and objectives; once these are established, the employee is allowed considerable freedom in determining the methods and procedures to used in fulfilling such objectives. Work is reviewed through an appraisal of the effectiveness of programs conducted in various parts of the state.

TYPICAL TASKS

Collaborates with the Public Safety Commissioner in developing broad administrative policy for the division; develops preliminary budgetary estimates for the implementation of such policy; controls expenditures within adopted budget limitations.

Selects, hires, places, trains and from time to time counsels employees; devises methods of controlling field staff members located throughout the state; travels to various points throughout the state for assisting field men in the development of their skills or in the resolution of particularly difficult local problems.

Supervises and participates in the development of safety program materials and pamphlets; writes news articles and releases; participates in radio and television panel discussions and similar appearances.

Attends meetings of national and regional professional organizations interested in vehicle safety; speaks before enforcement agency personnel or community groups to explain and elicit support for the safety education program.

Maintains a current knowledge of safety education literature and sources of information in this field.

Performs related work as required.

SAFETY EDUCATION DIRECTOR (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of vehicle and related public safety education practices and techniques.

Extensive knowledge of the facilities, media, methods and techniques of disseminating educational information to the public.

Thorough knowledge of the nature and functions of community agencies which may contribute to or benefit by a vehicle safety education program.

Considerable knowledge of the programs and objectives of the various divisions of the Public Safety Department.

Ability to organize, direct and evaluate an extensive and varied vehicle and related public safety education program.

Ability to supervise and participate with professional personnel in a manner conducive to full performance and high morale.

Ability to speak effectively and to prepare informative articles and speeches on public safety topics.

Ability to establish and maintain effective working relationships with associates, community organizations, citizens and representatives of federal, state, county and municipal law enforcement agencies.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from college with major course work in the liberal arts, journalism, speech, education or an appropriate related field.

Thorough progressively responsible experience in the field of public safety education work, preferably including responsible supervisory experience.

PHOTOGRAPHIC LABORATORY TECHNICIANDEFINITION

This is technical work in document photography and film processing.

Work of this class involves responsibility for the application of a considerable knowledge of photographic principles and techniques to the preservation of documents and evidence as well as the duplicating of papers or the production of multilith mats for law enforcement purposes. Responsibilities extend to developing negatives and printing pictures for all law enforcement photographs taken by special agents, by members of other divisions; or departments; and by city police, sheriffs and federal law enforcement agencies. Although the employee must fit the work to department policies, a considerable amount of independence is exercised in the determination of work methods and standards. Work is evaluated through an appraisal of its effectiveness in support of the law enforcement function.

TYPICAL TASKS

Operates copy camera to photograph pictures of individuals, documents and other information or evidence; uses copy camera to produce negatives for multilith mats; photographs latent fingerprints.

Mixes chemicals and operates chemical bath, wringer, dryer, enlarger, printer, and other apparatus to develop and print photographs.

Inventories and orders photographic supplies; maintains supplies and equipment needed by special agents and the firearms identification section; loads film holders for field personnel; cleans, oils and otherwise maintains equipment.

Provides a variety of photographic techniques and services in support of a handwriting expert.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and procedures of general photography.

Considerable knowledge of the principles, practices, techniques, and modern developments in the laboratory processing of film and prints.

Working knowledge of the special procedures, appliances and techniques of police evidence and document photography.

Ability to follow oral and written instructions.

Ability to develop considerable technical skill in laboratory manipulative techniques.

Ability to develop skill in making simple repair to equipment.

Ability to prepare technical reports and to keep records related to the work.

PHOTOGRAPHIC LABORATORY TECHNICIAN (continued)

Good eyesight and normal color perception.

DEFINITION

DESIRABLE TRAINING AND EXPERIENCE

- Graduation from high school.
- Experience in general photography.

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TYPICAL DUTIES

Operates copy camera to photograph pictures of individuals, documents and other information or evidence; uses copy camera to produce negatives for identification purposes; processes latent fingerprints; mixes chemicals and operates chemical bath, enlarger, printer, and other apparatus in developer and print processing; maintains and orders photographic supplies; maintains supplies and equipment needed by special agents and the fingerprint identification section; leads film holders for film processing; cleans, oils and otherwise maintains equipment.

Provides a variety of photographic techniques and services in support of a handwriting expert.

Performs related work as required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices and procedures of general photography.

Considerable knowledge of the principles, practices, techniques and general development in the laboratory processing of film and prints.

Working knowledge of the special procedures, appliances and techniques of police evidence and document photography.

Ability to follow oral and written instructions.

Ability to develop considerable technical skill in laboratory relative techniques.

Ability to operate skill in making simple repair to equipment.

Ability to prepare technical reports and to keep records related to the work.

OFFSET PRESS OPERATOR IDEFINITION

This is skilled work in the operation of offset duplicating machines and related equipment.

Work of this class involves responsibility for the production of finished duplication work by the use of an offset press. Assignments also include operation of addressograph equipment, graphotype, folding machine, collators, paper drills and paper cutters. Although assignments may be accompanied by detailed instructions regarding format, an operator is responsible for determining work methods as necessary to reproduce neat, accurate and well-centered copies. Work may be accomplished with or without technical supervision, although all production is subject to scrutiny by a technical superior. Work is reviewed primarily for quantity and quality of production.

TYPICAL TASKS

Operates offset printing press for the production of law enforcement bulletins, news releases, safety education materials, interoffice communications, pamphlets, reports, reference manuals, rate sheets, and a variety of statistical lists and summaries.

Determines set-up necessary for specific reproduction jobs; repairs, maintains and adjusts offset presses; removes and cleans ink rolls as well as other machine components.

Makes metal plates by use of graphotype; operates addressograph to print mailing lists for news releases, bulletins and similar data sheets.

Operates equipment in support of press activities, including folding machines, electric paper drills, paper cutters and collators.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Working knowledge of offset duplicating equipment.

Working knowledge of papers, inks, chemicals and other supplies used in duplicating by means of offset press equipment.

Working knowledge of the limitations, adaptabilities and general duplicating characteristics of the various types of masters such as paper or aluminum.

Working knowledge of machine adjustments required in performing a variety of offset duplicating work.

Ability to carry out oral and written instructions.

Skill in the operation and minor maintenance of offset press equipment.

OFFSET PRESS OPERATOR I (continued)

DESIRABLE TRAINING AND EXPERIENCE

- Graduation from high school.
- Experience in the operation of offset duplicating equipment.

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Work of this class involves responsibility for the production of finished duplicate work by the use of an offset press. Assignments also include operation of addressograph equipment, typesetting, folding machines, collators, paper drills and paper cutters. Although assignments may be accompanied by detailed instructions regarding layout, an operator is responsible for determining work methods as necessary to reproduce exact copies and will produce copies. Work may be accomplished with or without technical supervision, although all production is subject to accuracy by a technical supervisor. Work is reviewed primarily for quantity and quality of production.

TYPICAL TASKS

Operates offset printing press for the production of law enforcement bulletins, news releases, safety education materials, information inserts, catalogs, pamphlets, reports, correspondence, rule sheets, and a variety of statistical lists and summaries.

Determines set-up necessary for specific production jobs; repairs rollers and adjusts offset press; removes and cleans ink rolls as well as other machine components.

Makes metal plates by using graphic/art operator addressograph to print embossed plate for news releases, bulletins and similar data sheets.

Operates equipment in support of press activities, including folding machines, electric paper drills, paper cutters and collators.

Performs related work as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Working knowledge of offset duplicating equipment.

Working knowledge of paper, ink, chemicals and other supplies used in offsetting by means of offset press equipment.

Working knowledge of the limitations, adaptabilities and general characteristics of the various types of masters such as paper or aluminum.

Working knowledge of machine adjustments required in performing a variety of offset duplicating work.

Ability to carry out oral and written instructions.

Skill in the operation and minor maintenance of offset press equipment.

OFFSET PRESS OPERATOR IIDEFINITION

This is skilled and supervisory work in the operation of offset duplicating machines and related equipment.

Work of this class involves responsibility for planning, supervising and participating in the production of a variety of finished work through the operation of offset equipment. Responsibilities extend to participating with the division head in determining level of service to be established together with personnel and equipment requirements. All work is under the general supervision of an administrative superior, although the incumbent is generally allowed considerable latitude for independent judgment and discretion in determining technical methods for the resolution of day to day operations. Work is primarily reviewed for quality and quantity of production.

TYPICAL TASKS

Supervises and participates in the operation of offset presses and related equipment in the reproduction of law enforcement bulletins, news releases, safety education materials, interoffice communications, standard forms, pamphlets, periodic reports, reference manuals, and a variety of lists and summaries.

Supervises and participates in the determination of machine set-ups for specific jobs; adjusts and performs minor repair work upon offset presses; removes and cleans ink rolls and other components of offset equipment

Orders, receives, shelves and maintains an inventory of supplies and machine parts.

Makes metal addressograph plates using graphotype; operates addressograph to produce mailing lists for news releases, bulletins and data sheets; operates various types of machines in support of offset press activity, including folding machines, electric paper drill, paper cutter and collator.

Participates with the division head in determining kinds of equipment to be ordered for augmenting machine activities or replacing used equipment.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation, limitations and adaptabilities of offset presses and related equipment.

Considerable knowledge of the paper, inks, chemicals and other supplies used in duplicating by means of offset press equipment.

OFFSET PRESS OPERATOR II (continued)

Considerable knowledge of machine adjustments required in performing a wide variety of duplicating work utilizing offset equipment.

Ability to supervise and participate with subordinates in a manner conducive to full performance and high morale.

Ability to follow oral and written instructions.

Ability to maintain records and prepare reports.

Skill in the operation of offset and auxiliary equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible experience in the operation of offset duplicating equipment.

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KEYPUNCH OPERATORDEFINITION

This is routine work in the operation of alpha-numeric or numeric card punch or card verifying equipment.

Work of this class involves responsibility for the rapid and accurate operation of alpha-numeric or numeric card punch machines in punching coded accident, drivers licensing, fire investigation and similar or related statistical data into tabulating cards and subsequently determining the accuracy of such punching through the operation of a varifier. Work may also occasionally involve routine filing and other general office assignments. Assignments are received in the form of written or typed materials to be transcribed to cards, or in the form of punch cards to be verified. Technical assistance and supervision is usually available, and work is reviewed for accuracy and quantity of production.

TYPICAL TASKS

Punches a variety of coded or uncoded data into tabulating cards, including operator, chauffeur and driving instruction permit data; social security numbers and Soundex Codes.

Punches a variety of accident data, including time, location, road condition, cars involved, age of driver, and similar statistics.

Punches data on driver license suspensions and revocations and similar law enforcement information.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the methods and equipment used in punching and verifying tabulating cards in connection with the mechanical recording and processing of statistical data.

Some knowledge of the operation of alpha-numeric keypunching and verifying equipment.

Some knowledge of general office practices and procedures.

Ability to understand and carry out moderately complex oral and written instructions.

Ability to perform routine keypunch operations rapidly and accurately.

Ability to read small printed words and numbers rapidly and accurately.

Ability to learn assigned tasks readily and to adhere to prescribed routines.

KEYPUNCH OPERATOR (continued)

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by formalized training in keypunch equipment operation.

Some experience as a keypunch and verifier operator.

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TABULATING EQUIPMENT OPERATORDEFINITION

This is routine work in the operation of a variety of tabulating machines.

Work of this class involves responsibility for the rapid and accurate operation of sorters, reproducers, interpreters, collators and tabulating machines in the production of statistical and related reports. Minor modifications to plug board wiring may occasionally be accomplished by the employee, but all major wiring activity is performed by company engineers or programmers. Routine work is performed under general supervision; non-routine tasks are performed under immediate supervision of a technical superior. Work is reviewed principally through an evaluation of the adequacy of reports tabulated.

TYPICAL TASKS

Performs routine tabulating machine work in the operation of a sorter, reproducer, interpreter, collator and similar or related equipment.

Operates keypunch, verifier, calculator and similar equipment in support of tabulating equipment production.

Performs some routine wiring work; makes minor adjustments to plug boards previously wired by programmers or company engineers.

Operates machines to sort drivers' license applications into Soundex order for filers; bursts driver's history cards for filing; sorts out proper cards for the printing of a reject audit list.

Operates machines to print fatality reports, revocation and suspension reports, and similar statistical data.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the standard methods and equipment used in machine recording and processing of statistical data.

Some knowledge of general office practices and procedures.

Ability to learn the techniques involved in the operation of a variety of the less complex tabulating equipment.

Ability to follow wiring diagrams and to perform routine repetitive wiring tasks without diagrams.

Ability to understand and carry out oral and written instructions.

TABULATING EQUIPMENT OPERATOR (continued)

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by advanced course work in keypunch or tabulating equipment operation.

Some experience in the routine operation of tabulating equipment or in a training capacity for equipment operator.

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TELETYPE OPERATORDEFINITION

This is specialized clerical work in searching files and receiving and dispatching messages via teletype.

Work of this class involves responsibility for receiving requests for driver or vehicle registration information from law enforcement agencies throughout the nation, searching through a large and diverse group of filing systems for information sought, developing answers to questions, putting answers in appropriate format and code, and sending information messages via teletype. The work is more unique by virtue of the knowledge of a variety of filing systems required than because of the skill required to operate teletype equipment; an employee will usually learn teletype operation after appointment to a position of this class. Work usually involves evening shift assignments and may involve night shift assignments. Oftentimes immediate supervision is not available; the employee must therefore work with considerable independence. Work is reviewed for efficiency with which information is taken from records and the accuracy and dispatch with which such information is teletyped.

TYPICAL TASKS

Receives requests for driver checks; searches driver license files and determines if subject has valid, expired, canceled or suspended status; if license has been suspended or revoked, information regarding same is sought from the safety responsibility section; advises if subject has received notice of suspension or revocation or similar communications with respect to the driver improvement program.

Maintains current knowledge of all processes involved in issuance and control of driver licenses as well as vehicle registrations.

Receives requests for information with respect to motor vehicle registrations and plate numbers; checks files for correct registration and year, make serial number, owner name and address, and related information; maintains current information on related items, including stolen cars, wanted cars and persons, break-ins, runaways, and similar information.

Receives requests for Bureau of Criminal Investigation records or related information; turns request over to bureau; receives and dispatches information from bureau to inquiring party.

Receives and routes or answers telephone calls from Highway Patrol, county sheriffs, police departments, and others desiring information; codes names as necessary to find information in soundex files; identifies automobiles by searching serial number files.

Performs related work as required.

TELETYPE OPERATOR (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of driver licensing and motor vehicle registration programs and procedures, especially as appropriate for quick location of needed information.

Working knowledge of correct English usage, grammar and spelling.

Working knowledge of standard office procedures and practices.

Ability to learn quickly the operating characteristics and component parts of teletype equipment.

Ability to act quickly and calmly in emergency situations.

Ability to establish and maintain effective working relationships with fellow employees and law enforcement officials.

Skill in the care and operation of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible experience in large-scale filing system work, preferably including some work which involved intensive file searching and informationalist type activities.

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RADIO OPERATOR I
RADIO OPERATOR II
RADIO OPERATOR III

DEFINITION

This is specialized work receiving and dispatching messages in a communications center on an assigned shift.

Work of this class involves responsibility for receiving and transmitting messages principally by radio but also by telephone and teletype, including the relay of messages received by a control center in a large interstate radio-telegraph network. Responsibilities may extend to performing maintenance and repair work upon radio facilities, depending upon level of technical competence. Level of competence is generally related to the class level of radio-telephone operator's license for which the employee has qualified. Differentiation between classes also depends upon level of license held, as described at the end of this specification. With the exception of maintenance work performed by Radio Operator III's, the tasks and responsibilities of positions allocated to any one of the three classes are similar. Work is generally performed according to established routine procedures; because of the shift nature of the work, little direct supervision is received. Work is reviewed through an appraisal of the effectiveness with which the communications center is operated during assigned shifts.

TYPICAL TASKS

Receives, transmits and monitors messages from/or between state, county and municipal law enforcement authorities through operation of telephone, teletype and short-wave radio, in many instances operating multiple sets of similar equipment.

Compiles information with respect to stolen cars or property, persons wanted for crimes, runaway persons and similar items in preparation for dispatching; types messages for dispatch; relays messages to state stations and inter-state stations through operation of teletype system; dispatches messages to law officers through operation of radio.

Receives, refers or answers telephone inquiries with respect to calls for assistance or general information; queries the caller to determine location and kind of incident, whether or not ambulance is necessary, and what sort of assistance may be required; transmits calls for assistance to officers, ambulances or other proper authority.

Informs news service of accident information or law enforcement activities which have been cleared for release; collects weather information and advises both law enforcement authorities and others inquiring.

Maintains a typewritten log of communication traffic, messages received and relayed, and similar incidents or reports; types activity reports.

RADIO OPERATORS I, II AND III (continued)

Participates in the mechanical installation, maintenance and repair of base station and mobile communication equipment; participates in teletype and some telephone repair work. These repair and maintenance tasks usually are reserved for Radio Operator III's who possess Class I radio-telephone certificates.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

The following paragraphs pertain to desirable knowledges, abilities and skills for the Radio Operator I; it is assumed that the examination criteria for the second and third level operators is built into the requirements for the Second and First Class Radio-Telephone Operator's license.

Knowledge of correct English usage, grammar, punctuation and spelling.

Knowledge of common office practices and procedures.

Some knowledge of the laws of the road and appropriate elements of criminal law.

Ability to learn the operation of a teletype machine.

Ability to learn the operation of an automatic or manual telephone switchboard.

Ability to learn the operation of standard police radio equipment.

Ability to speak clearly and distinctly.

Ability to act quickly and calmly in emergency situations.

Ability to establish and maintain effective working relationships with fellow employees and the public.

Skill in the use and care of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

The following criteria should be applied in the selection of Radio Operator I's:

Graduation from high school, preferably including courses in typing and speech.

Experience in communication work which has tended to polish pronunciation and preciseness of speech as well as helped the applicant learn how to get along with people.

NECESSARY SPECIAL QUALIFICATIONS

Certain licenses as issued by the Federal Communication Commission are required for each of the three operator levels:

Radio Operator I: Possession of or ability to acquire shortly after appointment a Class III Radio-Telephone Operator's license.

RADIO OPERATORS I, II AND III (continued)

Radio Operator II: Possession of a Class II Radio-Telephone Operator's license.

Radio Operator III: Possession of a Class I Radio-Telephone Operator's license.

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RADIO TELEGRAPH OPERATOR

DEFINITION

This is specialized work in receiving and dispatching messages via radio-telegraph.

Work of this class involves responsibility for receiving and decoding as well as coding and sending Morse Code messages over a radio-telegraph network. These employees are usually the only persons trained to code, decode and transmit telegraph messages; they therefore report only administratively to a superior who allows them considerable latitude for independent judgment with respect to operating methods and procedures. Work is evaluated for the extent to which it satisfactorily supports the central communications activity.

TYPICAL TASKS

On an assigned shift, transmits and receives interstate message traffic, using international Morse Code and a speed key.

Performs relay service for other stations as part of a cooperative agreement in which other stations reciprocate similar services.

Operates teletype, radio or telephone as necessary to deliver incoming telegraph messages to appropriate department or person.

In answer to telegraph inquiries, obtains requested information, and composes and dispatches answer.

In storm or other emergency situations, renders assistance to radio operators engaged in short-wave, teletype and telephone message receipt and dispatch.

Performs minor maintenance work upon radio-telegraph equipment; classifies and files message traffic at end of shift.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of International Morse Code and the rules and standards applicable to the use of that code.

Considerable knowledge of the operating characteristics and component parts of radio-telegraph equipment.

Knowledge of correct English usage, grammar and spelling.

Knowledge of standard office procedures and practices.

Ability to perform minor routine maintenance and repair upon radio-telegraph equipment.

Ability to learn the operation of teletype and typewriter.

Ability to act quickly and calmly in emergency situations.

Ability to establish and maintain effective working relationships with fellow employees and law enforcement officials.

RADIO TELEGRAPH OPERATOR (continued)

Skill in the operation of radio-telegraph equipment, including transmitters, receivers, vibroplex telegraph key and similar equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible experience in the coding, sending, receiving and decoding of radio-telegraph messages.

NECESSARY SPECIAL QUALIFICATION

Possession of a Class III Radio-Telegraph Operator's license as issued by the Federal Communication Commission.

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DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of International Morse Code and the rules and standards applicable to the use of that code.
Transferable knowledge of the operating characteristics and components of radio-telegraph equipment.
Knowledge of correct English usage, grammar and spelling.
Ability to perform minor routine maintenance and repair upon radio-telegraph equipment.
Ability to learn the operation of relayed and automatic telegraph systems.
Ability to act quickly and calmly in emergency situations.
Ability to establish and maintain effective working relationships with fellow employees and law enforcement officials.

CHIEF RADIO OPERATORDEFINITION

This is technical and supervisory communications work.

Work of this class involves responsibility for planning, supervising and participating with operations personnel at the Des Moines communication center and developing improved methods and standards for out-state communication units as well as traveling about the state and conducting training sessions for those units. Work programs are planned in collaboration not only with the maintenance section supervisor but also with the communication division head; within adopted program policies, the employee is given considerable reign in carrying out his responsibilities. Work is reviewed for the extent to which it contributes to an effective ongoing program to improve equipment and personnel utilization.

TYPICAL TASKS

Plans, assigns, supervises and reviews the activities of radio-telephone and radio-telegraph operators at the central Des Moines communications center; constantly appraises utilization of equipment in an effort to relieve unnecessary traffic and to improve efficiency of the various communications systems.

Researches records, files, current literature and other sources of information for ideas with respect to procedural or systems improvements; writes operational bulletins, including explanations or interpretations of orders received from Director.

Conducts training sessions for operators throughout the State, including discussions of theory as well as practical operational skills development.

Sets up and maintains filing systems both at central station and field units for the recording and storage of all items logged; sets up card files and cross references on stolen cars, wanted persons, lost persons or property, and similar kinds of information.

Provides relief operator assistance in the receipt and dispatch of all types of public safety messages from and to state, county and municipal law enforcement authorities.

Attends and participates in Communication Association meetings as well as law enforcement meetings; talks before law enforcement and civic groups with respect to the communications program to explain and elicit support for program.

Performs related work as required.

CHIEF RADIO OPERATOR (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operating characteristics and components of radio, telephone, teletype and radio-telegraph equipment.

Thorough knowledge of Federal Communications Commission rules and regulations governing transmission of messages via radio-telephone.

Thorough knowledge of the systems and procedures involved in the Iowa Department of Public Safety communications network.

Considerable knowledge of correct English usage, grammar, punctuation and spelling.

Considerable knowledge of modern office procedures and practices.

Working knowledge of laws of the road as well as appropriate elements of criminal law.

Ability to supervise and participate with clerical employees in a manner conducive to full performance and high morale.

Ability to creatively appraise personal ability and conduct training programs for personnel development.

Ability to speak clearly and distinctly.

Ability to act quickly and calmly in emergency situations.

Ability to establish and maintain effective working relationships with other supervisors, law enforcement officials and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by advanced course work in communication theory and practice.

Thorough progressively responsible communications operation experience, preferably including some supervisory experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a Class II Radio-Telephone Operator's license or better as issued by the Federal Communication Commission.

RADIO STATION SUPERVISOR

DEFINITION

This is technical and supervisory work in the operation and maintenance of a radio station other than the central communication center at Des Moines.

Work of this class involves responsibility for scheduling, supervising and participating in the work of radio operators working at an out-state communications unit. Responsibilities extend to installation, maintenance and repair work on radio equipment components. Work is performed within policies and standards established at the Des Moines headquarters, but an employee must independently meet and resolve both routine and emergency operating situations at all hours of the day and night. Work is reviewed for the extent to which it effectively supports the public safety communication activity not only in the area covered by the supervised unit but also as that unit affects statewide communication.

TYPICAL TASKS

Plans, schedules, supervises and participates in the work of radio operators engaged in receiving and transmitting all types of law enforcement and related messages via radio-telephone, telephone and teletype.

Interprets codes and standards to personnel; participates in the hiring and placement of personnel; trains personnel and otherwise assists in employee development; periodically evaluates employee performance.

Attends a variety of staff conferences and training sessions at various times, not only to enhance his own knowledge and skills but also to learn better methods of training subordinates; requisitions parts and supplies; maintains records of hours worked; controls expenditures for the unit supervised.

Maintains a record system, including the log for message and incident recording.

Supervises and participates in the installation, maintenance and repair of base station transmitting and receiving equipment and similar or related radio-telephone components; occasionally participates in the maintenance and repair of automotive radio units.

Maintains a variety of statistics and periodically summarizes in the form of activity reports for submission to headquarters.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operating characteristics and components of radio, telegraph, telephone and teletype equipment.

Thorough knowledge of Federal Communication Commission rules, regu-

RADIO STATION SUPERVISOR (continued)

lations and standards for base station and related communication operation.

Thorough knowledge of radio theory and principles as applied to radio transmitter and receiver installation, maintenance and repair.

Thorough knowledge of the rules, regulations, systems and procedures involved in the operation of the Department of Public Safety communications network.

Considerable knowledge of good English usage, including grammar, punctuation and spelling.

Considerable knowledge of laws of the road and appropriate elements of criminal law.

Considerable knowledge of standard modern office machines and equipment.

Ability to plan and supervise the work of operators in a manner conducive to full performance and high morale.

Ability to establish and maintain productive work relationships with other supervisors and the central communications headquarters.

Ability to speak clearly and distinctly.

Ability to act quickly and calmly in emergency situations.

Ability to compose and present comprehensive and concise oral or written reports.

Skill in the operation of radio-telephone and teletype equipment.

Skill in the installation, maintenance and repair of radio-telephone equipment.

Mechanical and electrical aptitude.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by advanced course work in the principles and theory of radio as well as training in the installation, maintenance and repair of radio apparatus.

Thorough progressively responsible experience in the operation and maintenance of radio-telephone equipment.

NECESSARY SPECIAL QUALIFICATION

Possession of a Class I radio-telephone operator's license as issued by the Federal Communication Commission.

COMMUNICATIONS TOWERMANDEFINITION

This is skilled work in the climbing of towers and limited skilled work in the installation of radio antennas and similar equipment.

Work of this class involves responsibility for the application of considerable physical skill and stamina to the climbing of radio towers and working at extreme heights above the ground. Although considerable hazard is an obvious component of this work, the employee is nevertheless responsible for knowledge and employment of a variety of safety practices and devices. Because some assistance is rendered radio technicians in the installation, maintenance and repair of radio-telephone apparatus, the employee must have some knowledge and skill in the technical aspects of radio work. Climbing work is generally performed without immediate supervision; technical work is performed under immediate supervision. Work is reviewed for the extent to which it satisfactorily supports the radio installation and maintenance function.

TYPICAL TASKS

Climbs towers and provides limited skilled maintenance on them, including painting, replacing lights and repairing damage done by wind and storms.

Participates individually in the installation of antennas and transmission lines on towers; participates with private contractors in the erection of new towers.

Assists radio technicians with base station and mobile unit radio equipment installation, maintenance and repair.

Participates in the acquisition, storage, issuance and transportation of radio equipment components or parts.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods and equipment used in climbing transmission towers and working at extreme heights above the ground.

Considerable knowledge of the hazards of the work and appropriate safety precautions to be observed.

Working knowledge of the methods and tools used in the limited skilled installation of radio antennas and other radio-telegraph equipment components.

Ability to understand and follow oral and written instructions.

Ability to perform a variety of limited skilled manual tasks at extreme heights above the ground.

COMMUNICATIONS TOWERMAN (continued)

Ability to perform heavy climbing and manual tasks for extended periods, often under adverse climatic conditions.

Skill in the safe climbing and repair of transmission towers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable progressively responsible limited skilled construction and maintenance work in a variety of trades, including responsible experience in the climbing and repair of transmission or similar types of towers.

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COMMUNICATIONS TECHNICIANDEFINITION

This is skilled journeyman-level electronics work in the installation, maintenance and repair of radio-telephone, radio-telegraph, teletype and similar equipment.

Work of this class involves responsibility for the application of journeyman-level knowledges and skills to installing, maintaining and keeping in good repair that equipment used by the Public Safety Department for communication within the State of Iowa; this network includes a large central transmitting station at Des Moines and a number of out-state base stations which include both receiving and transmitting equipment. The employee collaborates with a section chief in determining work policies and standards, but on day to day jobs the employee is free to determine his own work methods and procedures. Work is reviewed through an appraisal of the effectiveness with which public safety communication equipment operates.

TYPICAL TASKS

Participates in the installation, maintenance and repair of base station radio-telephone receiving and transmitting equipment; repairs radio-telegraph equipment; supervises towerman and other limited skilled personnel in their maintenance support functions.

Installs mobile radio transmitters and receivers by drilling holes and installing cables; mounts various components of two-way equipment; tunes transmitters and checks modulation and frequency in compliance with FCC rules and regulations.

Maintains mobile radio equipment by checking tubes and reading of equipment for preventive maintenance; if equipment is inoperative, checks parts and readings to find discrepancy and resolves mechanical failure as necessary to put equipment back in service.

Participates in the repair of radar speed-timers; repairs inter-communication systems, emergency lighting plants, fans and other electronic or electric types of building or communication equipment; assists in setting up portable radio station equipment at sites of emergencies or special events.

Assumes role of radio-telephone or radio-telegraph operator in the absence of regular shift personnel.

Performs related work as required.

COMMUNICATIONS TECHNICIAN (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, tools and equipment used in the installation, maintenance and repair of radio-telephone and related electronic equipment.

Considerable knowledge of the principles of electrical theory as applied to electronic circuits.

Working knowledge of Federal Communication Commission regulations governing the operation and maintenance of two-way radio equipment.

Working knowledge of the occupational hazards and the proper safety precautions to be taken.

Ability to detect and repair defects in electronic equipment.

Ability to adjust and service electronic powered equipment, transmitters and receivers.

Ability to understand and interpret electronic circuit diagrams.

Ability to understand and follow written and oral instructions.

Ability to establish and maintain effective working relationships with other technicians and personnel.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by advanced training in radio or electronic theory and practice.

Experience as a journeyman radio, television or related electronic equipment installation and maintenance technician.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a Class I radio-telephone operator's license as issued by the Federal Communication Commission.

CHIEF COMMUNICATIONS TECHNICIANDEFINITION

This is technical and supervisory radio and related electronic equipment installation, maintenance and repair work.

Work of this class involves responsibility for planning, scheduling, supervising and participating with communications technicians engaged in the installation, maintenance and repair of radio-telephone, radio-telegraph, teletype and related electronic communications equipment. Responsibilities extend to traveling throughout the state not only to resolve the most complex radio station electronic failure problems but also to assist, advise and instruct radio station supervisors as well as operators engaged in radio equipment installation and maintenance work. This is the highest level technical job in the communications division; work is performed, therefore, only under administrative direction, with the employee allowed full reign in determining technical methods, procedures and standards. Work is evaluated through an appraisal of its effectiveness as a major support activity to the statewide public safety communications program.

TYPICAL TASKS

Supervises and participates with communications technicians engaged in the installation, maintenance and repair of statewide radio-telephone, radio-telegraph and related electronic communications equipment.

Participates with the Communications Director in the interpretation of department directives as well as state codes with respect to communication system installation and maintenance activities.

Develops specifications for purchase of electronic equipment components and parts; maintains appropriate records of items purchased, jobs completed and related progress or activity summaries.

Travels throughout state to assist radio station supervisors and operators in the installation and repair of radio equipment; instructs supervisors and operators in new methods or techniques with respect to electronic subject matter and practice.

Supervises and participates in the installation and maintenance of mobile two-way radio equipment, repeater equipment, radar speed equipment, and transmitters and receivers installed on patrol aircraft.

Participates in the setting up and surveillance of portable radio station equipment at sites of public gatherings or emergencies.

Performs related work as required.

CHIEF COMMUNICATIONS TECHNICIAN (continued)

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the methods, materials, tools and equipment used in the repair of radio and related electronics equipment.

Thorough knowledge of the principles of electrical theory as applied to electronic circuits.

Considerable knowledge of the occupational hazards and proper safety precautions of the work.

Considerable knowledge of Federal Communication Commission regulations governing the operation and maintenance of two-way radio equipment.

Ability to teach subordinate personnel the fundamentals of electronic instrumentation.

Ability to supervise and participate with communications technicians in a manner conducive to full performance and high morale.

Ability to understand and interpret electronic circuit diagrams.

Ability to maintain necessary records and report accurately on work progress and activities.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by advanced course work in electronic theory and practice.

Considerable progressively responsible radio, television or related electronic equipment installation and maintenance work, preferably including some supervisory experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a Class I radio-telephone operator's license as issued by the Federal Communication Commission.

ASSISTANT COMMUNICATIONS DIRECTORDEFINITION

This is advanced technical and administrative communications work.

Work of this class involves responsibility for collaborating with the Communications Director in the definition of program through an analysis of codes and directives, and subsequently the development of communication policies, systems and standards. The employee provides important assistance to the Director, especially in supervising day to day activities, resolving the less complex operating problems, and providing division leadership in the absence of the Director. Work is performed with considerable independence, especially in the absence of the Director or when the employee tours out-state radio stations both as an inspector and for the purpose of rendering needed technical or operational assistance. Work is reviewed through an evaluation of its contribution to the fulfillment of agency goals and objectives.

TYPICAL TASKS

Participates with the division director in developing program content; participates in the preparation of preliminary budget estimates together with justifications; assists in the control of expenditures according to adopted budget limitations.

Develops, in collaboration with both subordinate supervisors and the Director, new or improved operational systems; participates in the preparation of specifications for additional equipment components and other items.

Hears and resolves personnel grievances, complaints or requests; maintains time-worked records for personnel; maintains personnel development folders and records; participates in the development and administration of in-service training programs.

Provides liaison between the communications division and other public safety divisions as well as other national, state, county and municipal law enforcement or related agencies; speaks before law enforcement or communications professional groups or civic organizations to explain and defend communication program as well as to elicit support for same.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of standard practices in radio-telephone and related communications electronics.

ASSISTANT COMMUNICATIONS DIRECTOR (continued)

Thorough knowledge of laboratory equipment and apparatus used in typical maintenance programs for communications and electronics equipment.

Thorough knowledge of communications systems and equipment used in the public safety and related programs.

Considerable knowledge of the Federal Communication Commission rules and regulations governing public safety systems.

Ability to make difficult technical and operational decisions.

Ability to supervise subordinate technical and clerical personnel in a manner conducive to full performance and high morale.

Ability to adapt systems and routines quickly to emergency situations.

Ability to prepare and present comprehensive and concise reports both orally and in writing.

Ability to act quickly and calmly in emergency situations.

Ability to successfully evaluate and improve both equipment and personnel utilization.

Skill in the design, installation, repair and modification of a variety of complex electronic communications equipment and devices.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, supplemented by college-level course work in electronics or electrical engineering.

Thorough progressively responsible experience in public safety or related communication system installation, maintenance and repair work, preferably including responsible supervisory experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a Class I radio-telephone operator's license as issued by the Federal Communication Commission.

COMMUNICATIONS DIRECTORDEFINITION

This is administrative work in directing the Public Safety Communications Division.

Work of this class involves responsibility for planning, organizing, staffing, directing and coordinating with other Public Safety divisions the work of a large and diverse group of personnel engaged in the installation, maintenance, repair, operation and evaluation of a statewide communications network. Responsibilities extend to advising the Public Safety Commissioner with respect to communications problems, developing comprehensive reports on improved systems, and defending proposals designed to streamline or augment both the system and service directed. General policies and interpretations of appropriate codes are established in collaboration with the Public Safety Commissioner, but within such administrative policy framework the employee is allowed broad power and discretion in designing and implementing both new and improved operational and maintenance systems. Work is reviewed by the Public Safety Commissioner principally through an appraisal of the effectiveness with which the system supports all Public Safety activities.

TYPICAL TASKS

Participates with the Public Safety Commissioner in both code and policy directive interpretation; defines agency goals and objectives; participates with subordinate supervisors in the development of procedures for the agency.

Selects, hires, trains and counsels employees; develops and directs the administration of an in-service training program; evaluates employee performance.

Prepares preliminary agency budget estimates together with justifications; presents budget requests before Public Safety Commissioner and participates with Commissioner in presentation and justification of estimates before Governor and Legislature; controls division expenditures within adopted budget limitations.

Supervises and participates in the most complex operating or installation, maintenance and repair situations; modifies standard procedures to fit emergency situations; personally participates in restoring service at earliest possible time during times of emergency or breakdown.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of standard engineering practices in radio-telephone and related electronics fields.

COMMUNICATIONS DIRECTOR (continued)

Extensive knowledge of laboratory equipment and apparatus used in a maintenance program for communications and electronics equipment.

Extensive knowledge of communications systems and equipment used in Public Safety and related communications work.

Thorough knowledge of Federal Communication Commission rules and regulations governing Public Safety and law enforcement communications systems.

Considerable knowledge of the principles, practices and appliances of modern office administration.

Considerable knowledge of public or business administration principles and practices as applied to a large communications program.

Ability to make difficult and technical operating decisions.

Ability to adapt standard procedures and systems to emergency situations.

Ability to supervise subordinate technical and clerical personnel in a manner conducive to full performance and high morale.

Ability to develop and present comprehensive and concise reports orally or in writing.

Ability to effectively speak before public gatherings.

Skill in the design, repair and modification of a variety of complex communications and related electronic equipment and devices.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, supplemented by college level course work in electronics or electrical engineering.

Thorough progressively responsible supervisory experience in Public Safety or closely related communications system operation, maintenance and repair work.

NECESSARY SPECIAL QUALIFICATION

Possession of a Class I radio-telephone operator's license as issued by the Federal Communication Commission.

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ARSON INVESTIGATORDEFINITION

This is fire prevention work through building inspection and criminal investigative work in cases of suspected arson.

Work of this class involves responsibility for the application of a considerable knowledge of building structures and materials, fire protection codes, and arson investigative techniques to a variety of inspectional and investigative situations in a multiple county area of the state. Although an employee will devote a considerable amount of time to routine inspectional activities, he must acquire and maintain appropriate knowledges and skills for the vigorous investigation of suspected arson cases. Within policies and standards established by law and the Fire Marshal, an employee exercises considerable independent judgment and discretion in carrying out the fire prevention and arson control program in his assigned counties, with only occasional recourse to a technical superior for assistance. Work is evaluated not only through an appraisal of the effectiveness of the prevention program but also through an appraisal of the vigor with which arson cases are investigated and prosecuted.

TYPICAL TASKS

Plans, schedules and carries through a fire prevention inspection program for several counties in a state inspection district; inspects nursing homes, custodial homes, county homes, hospitals, schools, colleges, hotels, liquefied petroleum gas installations, flammable liquid installations, and similar or related structures or facilities.

Investigates fires in response to calls from Fire Marshal, municipal fire chiefs or police chiefs, and sheriff's offices to determine origin and cause of fires, and especially to determine if arson is involved; gathers, preserves and transmits to laboratories various types of physical evidence; questions witnesses and other persons or suspects with respect to possible arson; writes detailed and comprehensive reports; arrests persons suspected of arson.

Cooperates with a variety of federal, state and local law enforcement agencies in the discovery or apprehension of persons accused of arson; cooperates with a variety of other governments in the development and administration of fire prevention and inspection programs.

Develops and administers inspection and investigation training programs for local fire departments; talks before a variety of government organizations or civic groups to explain and elicit support for the fire prevention and arson investigation program.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of fire prevention techniques, including methods of inspection, types of fire hazards, and modern methods of eliminating such hazards.

Considerable knowledge of applicable laws, regulations and fire safety codes.

Considerable knowledge of methods, practices and techniques of arson investigation.

Considerable knowledge of the principles and laws of evidence, including its determination, procurement, identification and preservation.

Considerable knowledge of major types of gasses and inflammable liquids.

Ability to locate and diagnose existing and potentially hazardous conditions, and to make specific recommendations for improvements.

Ability to enforce fire prevention regulations firmly, tactfully and impartially.

Ability to obtain and analyze information through interview, interrogation and observation.

Ability to speak clearly and concisely when testifying in court or speaking before groups.

Ability to establish and maintain effective working relationships with property owners, other employees and the general public.

Ability to prepare and present clear and concise oral or written reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable experience in fire fighting or fire prevention work, preferably including some arson investigative experience.

ASSISTANT FIRE MARSHALDEFINITION

This is advanced fire inspectional, arson investigative and supervisory work.

Work of this class involves responsibility for collaborating with the Fire Marshal in the development of standards and the interpretation of codes as necessary to establish procedures for carrying out a state-wide fire prevention and arson investigation program. The employee, once policies are established in collaboration with the Fire Marshal, provides important administrative assistance by aiding district investigators in their more difficult cases as well as conveying to them new inspectional or investigative techniques or policies. Work is performed with allowance for some independent judgment in determining central procedures and considerable independent judgment in conveying established ideas to field investigators. Work is reviewed through an appraisal of its contribution to the overall fire prevention, inspection and arson investigation program.

TYPICAL TASKS

Collaborates with the Fire Marshal in the interpretation of state codes and local ordinances with respect to fire prevention, inspection and investigation requirements.

Supervises and participates with area arson investigators in the selection of methods for specific cases and the resolution of cases; takes charge of most difficult and important cases, personally conducting investigations, writing reports and testifying in court as an expert witness.

Supervises and participates in the fire prevention inspection of churches, schools, hotels, theaters, amphitheatres, asylums, hospitals, nursing homes, college buildings, lodge halls, public meeting places, and all other structures in which persons congregate from time to time, whether publicly or privately owned.

Supervises a program designed to control the storage, transportation, handling and use of inflammable liquids, combustibles and explosives; controls handling and use of liquid petroleum gas.

Participates in investigations of fires or explosions of suspected origin; investigates deaths resulting from fires or explosions; gathers and prepares evidence; interrogates and prepares statements of suspected arsonists; testifies in court proceedings resulting from investigations.

Assumes direction of division in the absence of Fire Marshal.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of fire prevention techniques, including methods of inspection, types of fire hazards and modern methods of eliminating

ASSISTANT FIRE MARSHAL (continued)

such hazards.

Thorough knowledge of applicable laws, regulations and fire safety codes.

Thorough knowledge of the principles and laws of evidence, including its determination, procurement, identification and preservation.

Thorough knowledge of the major types of gasses and inflammable liquids.

Ability to locate and diagnose existing and potentially hazardous conditions in buildings and installations, and to make specific recommendations for improvements.

Ability to obtain and analyze information through interview, interrogation and observation.

Ability to speak clearly and concisely when testifying in court or speaking before groups.

Ability to supervise and participate with arson investigators in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with property owners, law enforcement officials and the general public.

Ability to prepare and present clear and concise oral or written reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by college-level course work in chemistry, criminology, sociology, psychology or appropriate related subjects.

Thorough progressively responsible experience in fire prevention, inspection and arson investigation work.

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FIRE MARSHALDEFINITION

This is administrative work in directing a statewide fire prevention, inspection and arson investigation program.

Work of this class involves responsibility for planning, organizing, staffing and directing the activities of arson investigators engaged in fire prevention inspection and investigation of the conditions surrounding the ignition of fires for suspected arson. Responsibilities extend to coordinating activities with those of the Bureau of Criminal Investigation as well as other state and local law enforcement agencies in an effort to effectively and efficiently apprehend arson suspects. Within a policy framework established by law and the Public Safety Commissioner, the employee exercises considerable independent judgment and discretion in determining division procedures and standards. Work is reviewed through an appraisal of the effectiveness of the program both in preventing fires and vigorously pursuing the investigation and prosecution of suspected arsonists.

TYPICAL TASKS

Collaborates with the Public Safety Commissioner in the interpretation of pertinent codes and the definition of the inspection and investigation program; conducts staff meetings with supervised personnel to orient them with respect to program content and methods; evaluates inspectional and investigative methods and procedures as well as reporting systems to insure fullest utilization of available personnel.

Develops preliminary divisional budget estimates; defends estimates before department head; controls agency expenditures within adopted budget limitations.

Selects, hires, places, trains and counsels employees; periodically reviews and appraises employee performance; develops and administers employee development programs.

Personally participates in the most complex fire prevention inspectional programs, including inspection of churches, schools, hotels, theaters, amphitheaters, asylums, hospitals, nursing homes, college buildings, lodge halls, public meeting places and all other structures in which persons congregate from time to time, whether publicly or privately owned.

Personally participates in the most difficult investigations of suspected arson, gathering and preserving evidence, interviewing witnesses and other interested parties, and writing comprehensive reports; presents testimony in court as necessary for vigorous prosecution of cases.

Coordinates inspection and investigation activities with the Bureau of Criminal Investigation as well as other state and local law enforcement authorities.

Speaks before professional enforcement associations and civic groups to explain and defend program as well as elicit support for same.

FIRE MARSHAL (continued)

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of fire prevention techniques, including methods of inspection, types of fire hazards, and modern methods of eliminating such hazards.

Extensive knowledge of applicable laws, regulations and fire safety codes.

Extensive knowledge of methods, practices and techniques of arson investigation.

Extensive knowledge of the principles and laws of evidence, including its identification, procurement and preservation.

Extensive knowledge of major types of gasses and inflammable liquids.

Thorough knowledge of modern and current literature on fire prevention and arson investigation as well as other sources of information in the field.

Ability to lead and command men in a manner conducive to full performance and high morale.

Ability to effectively coordinate fire inspectional and investigation activities with other law enforcement agencies.

Ability to locate and diagnose existing and potentially hazardous conditions in buildings and installations and to make specific recommendations for improvements.

Ability to obtain and analyze information through interview, interrogation and observation.

Ability to supervise and participate in the enforcement of regulations in a firm, tactful and impartial manner.

Ability to speak clearly and concisely when testifying in court or speaking before groups.

Ability to prepare and present clear and concise oral or written reports.

Ability to establish and maintain effective working relationships with property owners, fire control authorities and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by completion of college-level course work in chemistry, criminology, sociology, psychology or appropriate related fields.

Extensive experience in the field of fire prevention and arson investigation work, preferably including responsible supervisory experience.

SPECIAL AGENT IDEFINITION

This is beginning level professional criminal investigative and general law enforcement work. The employee undergoes an "In Service Training" period.

Work of this class involves responsibility for the application of fundamental law enforcement knowledges and skills gained through some law enforcement experience to criminal investigative work, individually on less complex cases and in collaboration with a more seasoned Agent on the more complex cases. Responsibilities extend to providing consultative services and technical assistance to officials at the county and municipal enforcement level. Some positions of this class may include technical assignments and/or training for specialties such as firearms identification, latent fingerprint identification, document and handwriting identification and polygraph operation. Initial work assignments are frequently performed under close supervision and guidance, although as experience is gained, an employee will perform with progressively more independence. Work is reviewed principally through an evaluation of the employee's development with respect to law enforcement generally and criminal investigation specifically.

TYPICAL TASKS

Assists with the investigation of major crimes at the request of the Governor, Attorney General, Commissioner of Public Safety, chiefs of police, county attorneys or sheriffs; dictates complete and detailed reports concerning all investigations made and all activities performed.

Searches for latent fingerprints; photographs crime scenes and evidence; interrogates witnesses and suspects; confers with prosecutors and other local officials; attends autopsies in connection with various death cases.

Conducts confidential investigations for the Governor and other major state officials; makes personnel investigations of job applicants; investigates incidents occurring at state institutions, both correctional and mental; investigates complaints by individuals or civic groups with respect to state government operations.

Assists out of state officers as well as all Federal law enforcement and security agencies in the investigation of crime.

As a resident agent, maintains constant contact with county and municipal law enforcement officers and keeps them informed of recent criminal activities related to or occurring in their jurisdiction.

Attends law enforcement schools; participates as a law enforcement and investigative technique instructor; speaks before student and civic groups and organizations in an effort to convey information with respect to and elicit support for law enforcement in general.

SPECIAL AGENT I (continued)

Maintains a current knowledge of new investigative techniques as well as legal changes in the field of law enforcement such as recent Supreme Court decisions; re-contacts enforcement agencies regarding new investigative leads on crimes not yet solved.

Apprehends and arrests criminal suspects; participates in raids on prostitution, gambling and other illegal establishments; testifies as a state witness in criminal trials; works with local law enforcement authorities; coordinates efforts and obtains additional help as needed.

Participates in firearms training; assists local officers with the preparation of cases for criminal prosecution.

On assignment as a questioned document expert, applies a considerable knowledge of document authenticity and handwriting to the identification of fraudulent checks, other negotiable instruments, various types of licenses and permits, typewritten letters and similar documents; prepares detailed reports supplemented by necessary photographs to present and defend determinations made as a result of document examinations.

On assignment as latent fingerprint and firearms examiner, examines and compares bullets, cartridge cases and weapons involved in crimes to determine their similarity or dissimilarity with those arms suspected of being involved; examines clothing visually and chemically for the presence of powder residue; identifies shot pellets and wads with specific weapons; endeavors to connect tools with tool markings found at crime scenes; lifts by tape or photographic processes latent fingerprints and compares with those of suspects.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Working knowledge of modern principles, practices and techniques of law enforcement, with emphasis upon criminal investigation.

Working knowledge of the collection and preservation of evidence as well as laws governing the presentation of evidence.

Working knowledge of psychology and sociology as applied to an understanding of both normal and criminal behavior.

Some knowledge of photography.

Ability to personally conduct or to cooperate with local authorities in conducting criminal investigations.

Ability to observe, collect and record or preserve all oral and physical testimony and evidence at the scene of a crime.

Ability to establish and maintain effective and productive working relationships with fellow agents as well as local law enforcement authorities.

Ability to lead and train others in law enforcement activities.

SPECIAL AGENT I (continued)

Ability to prepare and present clear and concise oral or written reports.

Skill in the use and care of firearms.

Strength and agility sufficient to vigorously pursue law enforcement activities, sometimes under hazardous conditions and often for extended periods of time.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, supplemented by college level course work in sociology or psychology.

Experience in responsible law enforcement work, preferably including some criminal investigative work.

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SPECIAL AGENT IIDEFINITION

This is full professional level law enforcement and criminal investigative work.

Work of this class involves responsibility for the application of a considerable knowledge of criminal investigative practices and techniques to a variety of complex cases, either individually or in collaboration with local, county and municipal law enforcement authorities. Although work with local authorities frequently involves the rendering of technical assistance and guidance, occasionally an employee will become a catalyst in leading more vigorous applications of established methods and procedures. Some positions of this class may involve special regular or irregular assignments, including the conduct of in-service training programs, latent fingerprint and firearms identification, handwriting and documents identification, or polygraph operation. The nature of the work is such as to require a considerable amount of independent judgment and action. Work is performed, therefore, under very general direction. Work is reviewed through an appraisal of the extent to which it creatively contributes to the fulfillment of the division's goals and objectives.

TYPICAL TASKS

Assists with the investigation of major crimes at the request of the Governor, Attorney General, Commissioner of Public Safety, chiefs of police, county attorneys or sheriffs; dictates complete and detailed reports concerning all investigations made and all activities performed.

Searches for latent fingerprints; photographs crime scenes and evidence; interrogates witnesses and suspects; confers with prosecutors and other local officials; attends autopsies in connection with various death cases.

Conducts confidential investigations for the Governor and other major state officials; makes personnel investigations of job applicants; investigates incidents occurring at state institutions, both correctional and mental; investigates complaints by individuals or civic groups with respect to state government operation.

Assists out-of-state officers as well as all federal law enforcement and security agencies in the investigation of crime.

As a resident agent, maintains constant contact with county and municipal law enforcement officers and keeps them informed of recent criminal activities related to or occurring in their jurisdiction.

Attends law enforcement schools, participates as a law enforcement and investigative technique instructor; speaks before student and civic groups and organizations in an effort to convey information with respect to and elicit support for law enforcement in general.

SPECIAL AGENT II (continued)

Maintains a current knowledge of new investigative techniques as well as legal changes in the field of law enforcement such as recent Supreme Court decisions; re-contacts enforcement agencies regarding new investigative leads on crimes not yet solved.

Apprehends and arrests criminal suspects; participates in raids on prostitution, gambling and other illegal establishments; testifies as a state witness in criminal trials; works with local law enforcement authorities; coordinates efforts and obtains additional help as needed.

Participates in firearms training; assists local officers with the preparation of cases for criminal prosecution.

On assignment as a questioned documents expert, applies a considerable knowledge of document authenticity and handwriting to the identification of fraudulent checks, other negotiable instruments, various types of licenses and permits, typewritten letters and similar documents; prepares detailed reports supplemented by necessary photographs to present and defend determinations made as a result of document examinations.

On assignment as latent fingerprint and firearms examiner, examines and compares bullets, cartridge casings and weapons involved in crimes to determine their similarity or dissimilarity with those arms suspected of being involved; examines clothing visually and chemically for the presence of powder residue; identifies shot pellets as to size and shot wads as to gauge; endeavors to connect tools with tool markings found at crime scenes; lifts by tape or photographic processes latent fingerprints and compares with those of suspects.

On assignment to the criminal records section, supervises and participates in the maintenance of law enforcement reports, records and related files; the identification and classification of fingerprints; the recording of criminal activities or investigations through the application of photographic techniques; participates in the development of systems for the recording and preservation of law enforcement incident and investigative reports; requisitions, stocks, issues and maintains an inventory of equipment and supplies in the Bureau of Criminal Investigation.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern principles, practices and techniques of law enforcement, with emphasis upon criminal investigation.

Considerable knowledge of the collection and preservation of evidence as well as laws governing the presentation of evidence.

Considerable knowledge of psychology and sociology as applied to an understanding of both normal and criminal behavior.

Working knowledge of law enforcement photography.

Ability to personally conduct or to cooperate with local authorities in conducting criminal investigations.

SPECIAL AGENT II (continued)

Ability to observe, collect and record or preserve all oral or physical testimony or evidence at the scene of a crime.

Ability to establish and maintain effective and productive working relationships with fellow agents as well as local law enforcement authorities.

Ability to lead and train others in law enforcement activities.

Ability to prepare and present clear and concise oral or written reports.

Skill in the use and care of firearms.

Strength and agility sufficient to vigorously pursue law enforcement activities, sometimes under hazardous conditions and often for extended periods of time.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, supplemented by college level course work in sociology or psychology.

Considerable progressively responsible law enforcement experience, including responsible criminal investigative work.

8/64

FINGERPRINT TECHNICIANDEFINITION

This is responsible technical work in the identification, classification and filing for fingerprints.

Work of this class involves responsibility for the application of a precise and detailed knowledge and technique to the identification, classification, verification and filing of fingerprints. Work also involves the performance of a variety of clerical tasks in working with criminal files and records. Because an employee is generally well-trained in the specialty prior to appointment, technical supervision is held at a minimum. Work is performed according to established procedures and standards and is reviewed principally for accuracy.

TYPICAL TASKS

Applies the Heney System of fingerprint classification to the blocking out of prints on cards.

Classifies prints by counting ridges between delta and core area of loop type patterns, the pracing of whorl type patterns, and the transfer of this information into the Heney Classification System; records classification.

Searches fingerprint card file to determine existence of prints matching those under scrutiny.

Verifies identification of persons by determining that identified fingerprints belong to the same person as those prints appearing on cards in the index file.

Repairs damaged fingerprint cards; rearranges fingerprint file to permit expansion; transfers fingerprint cards to reference files by age categories.

Processes articles for latent fingerprints, and writes reports accordingly; reloads ammunition.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the modern principles and methods used in fingerprint classification.

Considerable knowledge of the methods of filing fingerprints and criminal records.

Ability to accurately identify, classify, verify and file fingerprints and records.

Ability to establish and maintain effective working relationships with other employees and law enforcement personnel.

FINGERPRINT TECHNICIAN (continued)

Ability to meet age, height, weight and other related physical requirements as may be established by competent authority.

Strength and agility as necessary to participate occasionally in field enforcement work.

Skill in the analysis and classification of fingerprints.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school.

Considerable responsible experience in fingerprint classification work.

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ASSISTANT CRIMINAL INVESTIGATION DIRECTORDEFINITION

This is advanced technical and administrative criminal investigation work.

Work of this class involves responsibility for collaborating with the Criminal Investigation Director in the development of division policy and subsequently providing important assistance in the implementation of policy. Responsibilities extend to supervising and participating in that section of the division devoted to criminal investigation specifically, as compared with other sections involved with technical and records functions. A primary responsibility is to constantly review investigative operations, to participate in the preparation of plans for improving operations, and to provide field assistance to local law enforcement agencies in the most critical areas of need. Work is reviewed through an appraisal of its contribution to the definition of goals and objectives as well as the agency's fulfillment of such objectives.

TYPICAL TASKS

Plans work for, supervises and participates with special agents engaged in criminal investigation; in addition to fulfillment of requests for assistance from local law enforcement authorities, cooperates with other state and federal law enforcement agencies in the prevention of crime or the apprehension of criminals.

Counsels individual agents and conducts group instruction in investigative methods and techniques, personal problems, the legal aspects of law enforcement, and other matters relating to personnel development.

Reviews investigative reports prepared by field personnel for accuracy and clarity; compiles a variety of statistical data for periodic activity reports; maintains tickler file to insure prompt reporting by field personnel.

Prepares agendas for and arranges for monthly staff meetings, which include discussions of interesting cases, hypothetical cases, unusual problems, new laws, court decisions and related topics; supervises firearms training, and assists with ammunition reloading as well as range management.

Participates in special investigations; assists with security coverage for VIP's; participates in raids; gathers and preserves oral or physical testimony or evidence; arrests suspects; presents testimony in court.

Assists field personnel in locating laboratory facilities for analysis of different types of evidence; participates in the administration of the State Private Detective Law; participates in checking medical examiner reports for circumstances surrounding deaths.

Participates with the division head in development of preliminary budget estimates; assists in controlling expenditures according to adopted budgets.

ASSISTANT CRIMINAL INVESTIGATION DIRECTOR (continued)

In the absence of the Criminal Investigation Director, assumes command of the division; confers with and makes addresses to public groups and organizations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of criminal law, with particular reference to the apprehension, arrest and prosecution of persons committing crimes.

Thorough knowledge of the vital elements of rules of evidence, the law of searches and seizures, and the preparation and admissibility of evidence in court.

Thorough knowledge of the standards by which the quality of police service is evaluated.

Thorough knowledge of the Bureau of Criminal Investigation organization, procedures together with the limitations upon its authority.

Thorough knowledge of the major police services offered by the various communities in the State of Iowa.

Thorough knowledge of applicable state laws and local ordinances.

Considerable knowledge of the principles and accepted good practices and procedures of law enforcement administration, organization and operation as applied not only to state but also to county and municipal law enforcement activities.

Ability to prepare recommendations for changes in organization practices and procedures.

Ability to command the respect of agents and local law enforcement authorities.

Ability to deal tactfully and effectively with the personnel of local law enforcement agencies.

Ability to adapt established practices and procedures to specific problems or special conditions.

Ability to prepare clear, accurate and comprehensive recommendations and reports.

Ability to react quickly and calmly in emergency situations.

Ability to meet specific physical, experience and other requirements as may be established by competent authority.

Skill in the use and care of firearms.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, supplemented by college-level course work in general police administration.

Considerable progressively responsible law enforcement command experience, preferably including state investigative work offered in support of local law enforcement functions.

CRIMINAL INVESTIGATION DIRECTORDEFINITION

This is administrative law enforcement work directing the Bureau of Criminal Investigation.

Work of this class involves responsibility for planning, organizing, staffing, directing and coordinating with the activities of other Public Safety divisions a large and diverse group of law enforcement personnel and their supervisors engaged in criminal investigation at the request of local law enforcement authorities; consultation with and training of local law enforcement personnel; fingerprint identification, classification and records; and a variety of professional and sub-professional clerical and technical support activities. The employee collaborates with the Public Safety Commissioner in the development of policies, and thereafter exercises considerable independent judgment and discretion in implementing and carrying through such policies. Work is reviewed for the extent to which law enforcement programs are accurately defined and effectively carried out.

TYPICAL TASKS

Directs through subordinate section supervisors special agents engaged in criminal investigation, firearms ballistics and handwriting analysis, and fingerprint identification and classification together with law enforcement records management.

Selects, hires, instructs, advises and counsels personnel; develops and administers employee development programs; evaluates employee progress and proficiency.

Prepares preliminary budget estimates; justifies budget requests before Public Safety Commissioner; controls division expenditures within adopted budget.

Reviews case files, memorandums, bulletins together with radio and teletype messages to ascertain law enforcement activity as well as to identify specific action areas; receives requests for assistance from local law enforcement agencies or other state and federal agencies; programs law enforcement activities.

Maintains current knowledge of modern law enforcement techniques and methods; prepares and delivers papers and speeches for presentation to professional organizations and civic groups as necessary to explain, defend and elicit support for law enforcement programs.

Attends staff conferences with department head and other division chiefs; coordinates divisional activities with those of department as a whole.

Reviews procedures for elimination of non-productive systems as well as duplication within systems; studies and prepares programs for most advantageous use of office space and personnel.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of criminal law, with particular reference to the apprehension, arrest and prosecution of persons committing crimes.

Extensive knowledge of the vital elements of rules of evidence, the law of searches and seizures, and the preparation and admissibility of evidence in court.

Extensive knowledge of the standards by which the quality of police service is evaluated.

Extensive knowledge of the Bureau of Criminal Investigation organization and procedures together with the limitations upon its authority.

Extensive knowledge of the police services offered by the various communities in the State of Iowa.

Extensive knowledge of applicable state laws and local ordinances.

Thorough knowledge of the principles and accepted good practices and procedures of law enforcement administration, organization and operation as applied not only to state but also to county and municipal law enforcement activities.

Thorough knowledge of current literature and sources of information in the field of law enforcement.

Thorough knowledge of law enforcement records system development and management techniques.

Ability to effectively lead and command men, with particular reference to law enforcement.

Ability to creatively and productively evaluate and utilize personnel.

Ability to work in concert with other division heads and other state and local law enforcement officials.

Ability to adapt established policies and systems to unusual or critical situations.

Ability to prepare and present clear, accurate and comprehensive recommendations and reports, both orally and in writing.

Ability to react quickly and calmly in emergency situations.

Ability to meet specific physical, experience and other requirements as may be established by competent authority.

Skill in the use and care of firearms.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from college with major course work in criminology or police administration.

Extensive progressively responsible law enforcement command experience, preferably including state investigative work offered in support of local law enforcement functions.

JANITORDEFINITION

This is routine manual work in the custodial care and minor maintenance of a public building and surrounding grounds.

Work of this class involves responsibility for the use of proper methods and materials in cleaning and otherwise caring for a building and its equipment. Work frequently involves the moving or lifting of furniture and similar objects. The work is routinized to the extent that little direct supervision is required on regular assignments, but the employee will work under direct supervision when involved in non-routine tasks. Work is reviewed occasionally while being performed and daily upon completion for attainment of established standards of custodial care and cleanliness.

TYPICAL TASKS

Mops and scrubs floors; strips, waxes and polishes floors and furniture; dusts furniture; cleans and polishes brass; cleans lavatories and replaces lavatory supplies; disposes of waste paper; fills disposable towel and toilet tissue dispensers; empties and cleans cigarette containers.

Cleans stock room, workshop, garage, furnace room, administrative offices, dispatching offices, file and transmitter rooms; cuts grass and trims hedges; shovels snow; installs and removes screens and storm windows.

Performs minor maintenance activities such as replacing light bulbs, replacing faucet gaskets, unstopping plumbing, oiling mechanical equipment, and similar tasks.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of janitorial cleaning methods, materials and equipment.
Ability to exercise care in the use of cleaning materials and equipment.

Ability to understand and follow oral and written instructions.

Ability to perform routine operations involved in simple custodial duties without close supervision.

Sufficient physical strength to withstand the strain of cleaning work.

DESIRABLE TRAINING AND EXPERIENCE

Completion of the eighth school grade.

Some experience in janitorial or related custodial work.

ALPHABETIC INDEX TO CLASS TITLES
IOWA DEPARTMENT OF PUBLIC SAFETY
AUGUST, 1964

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
055	Accounting Supervisor
502	Arson Investigator
535	Assistant Criminal Investigation Director
435	Assistant Communications Director
125	Assistant Dealer Licensing Director
155	Assistant Driver Licensing Director
505	Assistant Fire Marshal
115	Assistant Vehicle Registration Director
051	Bookkeeper I
052	Bookkeeper II
425	Chief Communications Technician
408	Chief Radio Operator
001	Clerk I
002	Clerk II
003	Clerk III
004	Clerk IV
011	Clerk-Typist I
012	Clerk-Typist II
013	Clerk-Typist III
438	Communications Director
422	Communications Technician
418	Communications Towerman
538	Criminal Investigation Director

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
128	Dealer Licensing Director
070	Deputy Public Safety Commissioner
101	Driver Examining Clerk I
102	Driver Examining Clerk II
135	Driver Improvement Supervisor
158	Driver Licensing Director
525	Fingerprint Technician
508	Fire Marshal
601	Janitor
320	Keypunch Operator
040	Office Supervisor
311	Offset Press Operator I
312	Offset Press Operator II
030	Patrol Office Clerk
302	Photographic Laboratory Technician
212	Public Information Officer
075	Public Safety Commissioner
065	Purchasing Agent
401	Radio Operator I
402	Radio Operator II
403	Radio Operator III
405	Radio-Telegraph Operator
412	Radio Station Supervisor
112	Registration and Dealer Licensing Inspector
228	Safety Education Director
222	Safety Consultant

CLASS
CODE

CLASS TITLE

145	Safety Responsibility Supervisor
021	Secretary I
022	Secretary II
521	Special Agent I
522	Special Agent II
060	Storekeeper
330	Tabulating Equipment Operator
400	Teletype Operator
208	Vehicle and Driver Statistics Director
118	Vehicle Registration Director

APPENDIX

POSITION ALLOCATION LIST
IOWA DEPARTMENT OF PUBLIC SAFETY
AUGUST, 1964

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
<u>ADMINISTRATION</u>		
001	Public Safety Commissioner	Public Safety Commissioner
002	Confidential Secretary to Commissioner of Public Safety	Secretary II
003	Deputy Commissioner	Deputy Public Safety Commissioner
004	Administrative Assistant I	Deputy Public Safety Commissioner
005	Stenographer IV	Secretary II
006	Deputy Commissioner	Deputy Public Safety Commissioner
007	Accountant III	Purchasing Agent
008	Public Information Officer	Public Information Officer
009	Accountant III	Accountant
010	Bookkeeper III	Bookkeeper II
011	Bookkeeper III	Bookkeeper II
012	Bookkeeper II	Bookkeeper I
013	Bookkeeper II	Bookkeeper I
<u>SAFETY EDUCATION</u>		
014	Director, Safety Education Division	Safety Education Director
015	Stenographer III	Typist II
016	Statistician II	Secretary I
017	Superintendent of Technical Services	Safety Consultant
018	Supervisor	Safety Consultant

APPENDIX (2)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
019	Supervisor, Technical Services	Safety Consultant
020	Supervisor, Technical Services	Safety Consultant
<u>RESEARCH AND STATISTICS</u>		
021	Chief, Research and Statistics	Vehicle and Driver Sta- tistics Director
022	Statistician I	Clerk-Typist II
023	Tabulating Equipment Operator III	Tabulating Equipment Operator
024	Keypunch Operator III	Keypunch Operator
025	Keypunch Operator II	Keypunch Operator
026	IBM Operator II	Keypunch Operator
027	Coder	Clerk II
028	Accident Coder	Clerk II
029	Clerk III	Clerk-Typist II
030	Clerk II	Clerk II
031	Typist II	Clerk III
032	Typist I	Clerk II
033	Accident Coder	Clerk II
<u>CRIMINAL INVESTIGATION</u>		
034	Director, Criminal Investi- gation	Criminal Investigation Director
035	Special Agent	Special Agent II
036	Special Agent	Special Agent II
037	Secretary I	Secretary I
038	Secretary I	Secretary I
039	Stenographer II	Clerk-Typist II

APPENDIX (3)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
040	Special Agent	Special Agent II
041	Stenographer III	Clerk-Typist III
042	Typist II	Clerk-Typist II
043	Typist II	Clerk-Typist II
044	Typist II	Clerk-Typist II
045	Typist II	Clerk-Typist II
046	Special Agent	Fingerprint Technician
047	Special Agent	Fingerprint Technician
048	Photographic Laboratory Technician	Photographic Laboratory Technician
049	Assistant Director - Criminal Investigation	Assistant Criminal Inves- tigation Director
050	Special Agent	Special Agent II
051	Special Agent	Special Agent II
052	Typist II	Clerk-Typist II
053	Special Agent	Special Agent I
054	Special Agent	Special Agent II
055	Special Agent	Special Agent II
056	Special Agent	Special Agent II
057	Special Agent	Special Agent I
058	Special Agent	Special Agent II
059	Special Agent	Special Agent II
060	Special Agent	Special Agent II
061	Special Agent	Special Agent II
062	Stenographer III	Clerk-Typist III

APPENDIX (4)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
<u>RADIO COMMUNICATIONS</u>		
063	Director	Communications Director
064	Stenographer IV	Secretary I
065	Assistant Director	Assistant Communications Director
066	Radio-Telegraph Operator	Radio-Telegraph Operator
067	Radio-Telegraph Operator	Radio-Telegraph Operator
068	Radio Station Supervisor	Radio Station Supervisor
069	Radio Operator II	Radio Operator II
070	Operator II	Radio Operator II
071	Radio Operator I	Radio Operator I
072	Radio Operator I	Radio Operator I
073	Supervisor	Radio Station Supervisor
074	Operator III	Radio Operator III
075	Operator I	Radio Operator I
076	Operator I	Radio Operator I
077	Operator III	Radio Operator III
078	Radio Station Supervisor	Radio Station Supervisor
079	Radio Operator III	Radio Operator III
080	Operator III	Radio Operator III
081	Radio Operator II	Radio Operator II
082	Operator I	Radio Operator I
083	Radio Station Supervisor	Radio Station Supervisor
084	Radio Operator III	Radio Operator III
085	Operator III	Radio Operator III
086	Radio Operator III	Radio Operator III

APPENDIX (5)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
087	Radio Operator I	Radio Operator I
088	Radio Station Supervisor	Radio Station Supervisor
089	Radio Operator III	Radio Operator III
090	Radio Operator I	Radio Operator I
091	Radio Operator I	Radio Operator I
092	Radio Operator I	Radio Operator I
093	Radio Supervisor	Radio Station Supervisor
094	Radio Operator III	Radio Operator III
095	Radio Operator III	Radio Operator III
096	Radio Operator II	Radio Operator II
097	Radio Operator I	Radio Operator I
098	Radio Station Supervisor	Radio Station Supervisor
099	Radio Operator III	Radio Operator III
100	Radio Operator - Traffic	Radio Operator I
101	Radio Operator I	Radio Operator I
102	Radio Operator I	Radio Operator I
103	Radio Station Supervisor	Radio Station Supervisor
104	Radio Operator	Radio Operator III
105	Radio Operator I	Radio Operator I
106	Radio Operator I	Radio Operator I
107	Radio Operator I	Radio Operator I
108	Chief Dispatcher	Chief Radio Operator
109	Radio Operator III	Radio Operator III
110	Operator III	Radio Operator III
111	Radio Operator	Radio Operator III

APPENDIX (6)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
112	Radio Operator I	Radio Operator I
113	Radio Operator I	Radio Operator I
114	Radio Operator I	Radio Operator I
115	Chief Technician	Chief Communications Technician
116	Chief Radio Technician	Communications Towerman
117	Chief Radio Engineer	Communications Technician
118	Supervisor	Communications Technician
119	Janitor I	Janitor
	<u>HIGHWAY PATROL</u>	
120	Supply Clerk	Storekeeper
121	Stenographer IV	Secretary II
122	Stenographer III	Secretary I
123	Clerk I	Clerk II
124	Patrol Office Clerk	Patrol Office Clerk
125	Patrol Office Clerk	Patrol Office Clerk
126	District Patrol Clerk	Patrol Office Clerk
127	District Patrol Clerk	Patrol Office Clerk
128	Demand Order Officer	Patrol Office Clerk
129	District Office Clerk	Patrol Office Clerk
130	Clerk-Patrol Office	Patrol Office Clerk
131	District Office Clerk	Patrol Office Clerk
132	Patrol Office Clerk	Patrol Office Clerk
133	Highway Patrol Clerk	Patrol Office Clerk
134	District Patrol Clerk	Patrol Office Clerk

APPENDIX (7)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
135	District Patrol Clerk	Patrol Office Clerk
136	District Clerk	Patrol Office Clerk
137	District Clerk	Patrol Office Clerk
<u>FIRE MARSHAL</u>		
138	State Fire Marshal	Fire Marshal
139	Assistant, State Fire Marshal	Assistant Fire Marshal
140	Stenographer IV	Secretary I
141	Stenographer II	Clerk-Typist III
142	Typist II	Clerk-Typist II
143	Arson Investigator	Arson Investigator
144	Arson Investigator	Arson Investigator
145	Arson Investigator	Arson Investigator
146	Arson Investigator	Arson Investigator
147	Arson Investigator	Arson Investigator
148	Arson Investigator	Arson Investigator
<u>DEALERS' LICENSING</u>		
149	Director	Dealer Licensing Director
150	Assistant Director	Assistant Dealer Licensing Director
151	Stenographer IV	Secretary I
152	Inspector IV	Registration and Dealer Licensing Inspector
153	Inspector IV	Registration and Dealer Licensing Inspector
154	Inspector IV	Registration and Dealer Licensing Inspector
155	Inspector IV	Registration and Dealer Licensing Inspector
156	Inspector IV	Registration and Dealer Licensing Inspector

APPENDIX (8)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
<u>MOTOR VEHICLE REGISTRATION</u>		
157	Director	Vehicle Registration Director
158	Assistant Director	Assistant Vehicle Registra- tion Director
159	Storekeeper	Storekeeper
160	Stenographer IV	Secretary I
161	Stenographer III	Clerk-Typist III
162	Supervisor	Office Supervisor
163	Clerk II	Clerk II
164	Clerk II	Clerk II
165	Clerk II	Clerk II
166	Clerk II	Clerk II
167	Clerk II	Clerk-Typist III
168	Clerk II	Clerk-Typist III
169	Clerk I	Clerk II
170	Clerk I	Clerk II
171	Typist I	Clerk II
172	Clerk	Clerk II
173	Stenographer	Clerk IV
174	Typist II	Clerk-Typist II
175	Clerk II	Clerk-Typist II
176	Clerk II	Clerk-Typist II
177	Clerk I	Clerk-Typist II
178	Inspector II	Registration and Dealer Licensing Inspector
179	State Inspector	Registration and Dealer Licensing Inspector
180	Inspector IV	Registration and Dealer Licensing Inspector

APPENDIX (9)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
181	Inspector	Registration and Dealer Licensing Inspector
182	Inspector	Registration and Dealer Licensing Inspector
183	Cashier - Supervisor	Office Supervisor
184	Clerk IV	Clerk-Typist II
185	Stenographer II	Clerk-Typist III
186	Typist II	Clerk-Typist II
187	Typist I	Clerk-Typist II
188	Clerk I	Clerk-Typist I
189	Typist I	Clerk-Typist I
190	Typist I	Clerk-Typist I
191	Chief Clerk	Office Supervisor
192	Clerk II	Clerk II
193	Coder - Clerk II	Clerk II
194	Clerk II	Clerk II
195	Soundex Filer	Clerk II
196	Soundex Filer	Clerk II
197	Soundex Filer	Clerk II
198	Clerk II	Clerk II
199	Clerk II	Clerk II
200	Clerk II	Clerk II
201	Clerk II	Clerk II
202	Clerk II	Clerk II
203	Clerk II	Clerk II
204	Clerk II	Clerk II
205	Clerk II	Clerk III

APPENDIX (9)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
206	Clerk I	Clerk I
207	Clerk I	Clerk I
208	Soundex Filer	Clerk II
209	Filing Clerk I	Clerk II
210	Clerk I	Clerk II
211	Clerk I	Clerk II
212	Chief Clerk	Office Supervisor
213	Clerk III	Clerk II
214	Clerk III	Clerk-Typist III
215	Clerk II	Clerk II
216	Clerk III	Clerk II
217	Clerk I	Clerk I
218	Clerk I	Clerk I
219	Clerk I	Clerk I
220	Typist II	Clerk-Typist II
221	Typist II	Clerk-Typist II
222	Typist I	Clerk-Typist I
223	Supervisor	Clerk III
224	Clerk I	Clerk I
225	File Clerk	Clerk I
226	File Clerk I	Clerk I
227	Typist I	Clerk I
228	Clerk I - Filing	Clerk I
229	Clerk I	Clerk I
230	Clerk I	Clerk I

APPENDIX (10)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
231	Clerk II	Clerk I
232	File Clerk I	Clerk I
233	Clerk I	Clerk I
234	Inspector III	Teletype Operator
235	Inspector	Teletype Operator
236	Inspector III	Teletype Operator
237	Teletype Operator	Teletype Operator
238	Inspector III	Teletype Operator
<u>DRIVERS LICENSING AND SAFETY RESPONSIBILITY</u>		
239	Director	Driver Licensing Director
240	Stenographer IV	Secretary I
241	Assistant Director	Assistant Driver Licen- sing Director
242	Stenographer I	Secretary I
243	Supervisor - Technical Services	Offset Press Operator II
244	Tabulating Equipment Operator	Offset Press Operator I
245	Stenographer II	Secretary I
246	Chief Clerk - Examiners	Driver Examining Clerk II
247	Drivers License Examining Typist	Driver Examining Clerk I
248	Examiner's Clerk	Driver Examining Clerk II
249	Typist	Driver Examining Clerk I
250	Drivers License Examining Typist	Driver Examining Clerk I
251	Drivers License Examining Typist	Driver Examining Clerk I
252	Cashier	Driver Examining Clerk II

APPENDIX (11)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
253	Clerk III	Driver Examining Clerk II
254	Drivers License Typist	Driver Examining Clerk I
255	Drivers License Examining Typist	Driver Examining Clerk II
256	Drivers License Examining Typist	Driver Examining Clerk I
257	Drivers License Examining Clerk	Driver Examining Clerk II
258	Drivers Exasminer Typist	Driver Examining Clerk I
259	Drivers License Clerk	Driver Examining Clerk II
260	Drivers License Typist	Driver Examining Clerk I
261	Drivers License Examining Clerk	Driver Examining Clerk II
262	Drivers License Examining Typist	Driver Examining Clerk I
263	Clerk	Driver Examining Clerk II
264	Typist	Driver Examining Clerk I
265	Drivers License Clerk	Driver Examining Clerk II
266	Typist	Driver Examining Clerk I
267	Examiner's Clerk	Driver Examining Clerk II
268	Examiner's Clerk	Driver Examining Clerk I
269	Examining Clerk	Driver Examining Clerk II
270	Examining Clerk	Driver Examining Clerk I
271	Examiner Clerk	Driver Examining Clerk II
272	Examiner Clerk	Driver Examining Clerk I
273	Cashier - Chief Clerk	Driver Examining Clerk II
274	Clerk - Typist	Driver Examining Clerk I

APPENDIX (12)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
275	Examiner Clerk	Driver Examining Clerk II
276	Examiner Clerk	Driver Examining Clerk I
277	Examiner Clerk	Driver Examining Clerk II
278	Drivers License Clerk	Driver Examining Clerk II
279	Drivers License Clerk	Driver Examining Clerk I
280	Chief Clerk	Driver Examining Clerk II
281	Examiner Typist	Driver Examining Clerk I
282	Examiner - Clerk	Driver Examining Clerk II
283	Examiner - Typist	Driver Examining Clerk I
284	Chief Clerk	Driver Examining Clerk II
285	Examiner Clerk	Driver Examining Clerk II
286	Clerk - Typist	Driver Examining Clerk I
287	Examiner Typist	Driver Examining Clerk I
288	Examiner Clerk	Driver Examining Clerk II
289	Examiner Typist	Driver Examining Clerk I
290	Examining Clerk	Driver Examining Clerk II
291	Drivers License Examiner Typist	Driver Examining Clerk I
292	Examiner - Clerk	Driver Examining Clerk II
293	Examiner - Typist	Driver Examining Clerk I
294	Examiner Clerk	Driver Examining Clerk II
295	Examiner Typist	Driver Examining Clerk I
296	Valuator III	Office Supervisor
297	Chief Clerk	Clerk IV
298	Viewer Machine Operator	Clerk III

APPENDIX (13)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
299	Clerk III	Clerk III
300	Clerk II	Clerk II
301	Clerk II	Clerk II
302	Clerk II	Clerk II
303	Coder	Clerk II
304	Clerk II	Clerk II
305	Clerk II	Clerk II
306	Clerk II	Clerk II
307	Clerk - Typist II	Clerk II
308	Typist II	Clerk II
309	Typist II	Clerk II
310	Typist I	Clerk II
311	Typist I	Clerk I
312	Typist I	Clerk I
313	Typist I	Clerk I
314	Typist I	Clerk I
315	Clerk I	Clerk-Typist I
316	Clerk I	Clerk I
317	Clerk I	Clerk I
318	File Clerk	Clerk I
319	Clerk I	Clerk II
320	File Clerk	Clerk-Typist I
321	Clerk I	Clerk I
322	Filing-Clerk I	Clerk I
323	Clerk I	Clerk II

APPENDIX (14)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
324	Clerk I	Clerk I
325	Clerk	Clerk II
326	Stenographer	Clerk-Typist II
327	Clerk-Typist	Clerk-Typist II
328	Clerk II	Clerk II
329	Filing Clerk	Clerk I
330	Typist II	Clerk-Typist III
331	Typist II	Clerk I
332	Typist I	Clerk I
333	Valuator III	Office Supervisor
334	Cashier I	Clerk IV
335	Clerk I	Clerk II
336	Typist II	Clerk III
337	Clerk I	Clerk III
338	Typist II	Clerk-Typist II
339	Clerk II	Clerk II
340	Typist II	Clerk-Typist II
341	Clerk I	Clerk II
342	Typist II	Clerk-Typist II
343	File Clerk II	Clerk II
344	Clerk I	Clerk I
345	Clerk I	Clerk I
346	Clerk I	Clerk-Typist II
347	File Clerk	Clerk I
348	Clerk I	Clerk II

APPENDIX (15)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
349	Clerk	Clerk I
350	Clerk I	Clerk I
351	File Clerk I	Clerk I
352	Clerk I	Clerk-Typist I
353	File Clerk	Clerk I
354	Clerk I	Clerk I
355	Clerk I	Clerk II
356	Hearing Officer	Driver Improvement Super- visor
357	Typist I	Clerk-Typist I
358	Clerk I	Clerk I
359	Clerk I	Clerk I
360	Clerk I	Clerk I
361	Typist I	Clerk-Typist I
362	Typist I	Clerk-Typist I
363	Typist I	Clerk I
364	Clerk IV	Clerk-Typist III
365	Valuator	Clerk-Typist III
366	Stenographer II	Clerk-Typist III
367	Stenographer II	Clerk-Typist III
368	Clerk III	Secretary I
369	Clerk II	Clerk-Typist II
370	Typist II	Clerk-Typist II
371	Typist II	Clerk-Typist II
372	Clerk II	Clerk-Typist II
373	Typist II	Clerk-Typist II

APPENDIX (16)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
374	Typist I	Clerk-Typist II
375	Clerk	Clerk-Typist I
376	Cashier	Clerk-Typist III
377	Typist II	Clerk-Typist II
378	Typist I	Clerk-Typist I
379	Typist I	Clerk-Typist I
380	Typist I	Clerk-Typist I
381	Hearing Officer	Safety Responsibility Supervisor
382	Evaluator	Clerk III
383	Evaluator	Clerk III
384	Evaluator	Clerk III
385	Keypunch Operator	Clerk III
386	Evaluator	Clerk III
387	Clerk III	Clerk-Typist II
388	Clerk III	Clerk-Typist III
389	Clerk II	Clerk-Typist II
390	Clerk II	Clerk-Typist II
391	Clerk II	Clerk-Typist II
392	Clerk II	Clerk-Typist II
393	Clerk II	Clerk-Typist II
394	Typist II	Clerk-Typist II
395	Typist II	Clerk-Typist II
396	Typist II	Clerk-Typist II
397	Typist II	Clerk-Typist II
398	Duplicating Machine Operator	Clerk-Typist II

APPENDIX (17)

<u>Position Number</u>	<u>Existing Title</u>	<u>Proposed Title</u>
399	Cashier	Clerk-Typist I
400	Cashier II	Clerk II
401	Typist I	Clerk-Typist I
402	Typist I	Clerk-Typist I
403	Typist I	Clerk-Typist I