

# KANSAS DEPARTMENT OF REVENUE

## Classification Title: Special Investigator I

Percentage	Description
30%	Inspect dealerships to ensure compliance with dealer licensing laws/regulations for initial licensure: Signage, business requirements, proper zoning, bonding, insurance. Post licensure inspections performed to determine if all applicable regulations are being followed. These include: sign and identification requirements, place of business requirements, certificates (dealer and sales tax) displayed, salesperson certificates, inspect 30 day permits, inspect sales reports, title and vehicle inventory count, review titles, review dealer tags, review Buyer's Guides, and any other issues that arise regarding the operation of the dealership. Inspect and question regarding tax issues. Provide educational brochure on tax compliance. View current ST-16 or ST-36 and withholding return. Ensure dealer has adequate supply of ST-8 and ST-8B forms. View posting of sales tax number and registration. Check number of employees, part-time and full-time and verify W-4 on each. Confirm owner has filed individual income tax for last year. Audit sales report and sales tax return. Determine if other taxable items are sold on premises. If dealer sells new tires view registration for tire excise tax. Determine extent of dealership involvement service, selling tires, part sales, and other retail; who details their vehicles, provides other off-site or contract services and determine if party is registered with the state.
20%	Investigate complaints from the public, office, county treasurers, regarding the sale or operation of a vehicle dealership. Complaints include issues of misrepresentation of a vehicle, odometer fraud, salvage fraud, mechanical difficulties, warranty issues, unlicensed salesperson, advertising, curbstoners, title delivery, sales tax receipt issues, paperwork issues (contract, extended warranties, GAP insurance, disability insurance,...), paperwork or titles being completed by a dealership incorrectly, administration fees, fraudulent dollar amounts on contracts which lower sales tax remittance. Interview complainant and respondent parties to determine extent. Secure pertinent evidence to the complaint. Develop an outcome by using knowledge of dealer licensing laws and regulations, federal laws, as well as consumer protection statutes. Inform parties of complaint decision and send report to Dealer Licensing Office. Provide hands-on assistance/expertise to other state agencies, local, state, and federal law enforcement. Joint investigations are often with the Taxation Division and the Kansas Highway Patrol.
20%	Write and file reports relating to inspection of dealerships, complaints, joint investigations; must substantiate decision. Inspection reports will contain dealer and folder number, note all items checked and any pertinent remarks. All Notice to Appear citations will contain information and documents needed to prosecute the matter. All reports will be scanned into computer system at Dealer Licensing Office. Any information or evidence secured involving a motor vehicle dealer and any impropriety of tax issues will be sent to the Taxation Division in a report. This will enable Taxation to follow-up on the issue at hand. Retention of reports sent to Taxation will need to be at hand to answer or assist with the matter. Sends copy of report to Taxation to Dealer Licensing Office for scanning. Serve orders and any other papers to dealers regarding hearings. Work with Taxation in the serving of tax warrants at a dealership. Close dealership once an order has been issued; inform motor vehicle dealer to cease business due to closing; secure all items such as dealer license, ST-8 books, salesperson licenses, dealer tags, and 30-day permits.
20%	Completes educational visit to a dealership or other business; handle complaint by a County Treasurer; share information/expertise with local, state, or federal entity; speak or represent Division of Vehicles/Dealer Licensing at a function; attend meetings on behalf of managers, and any other duty assigned. May be required to appear at dealer review board hearings. Provide testimony at dealer hearings regarding any citations they have issued.
10%	Maintain a home office where routine work can be performed efficiently. Submit travel/mileage log and hours worked/leave information as well as vehicle and inventory problems/changes to office in order to maintain accurate records and provide supplies and equipment needed. Maintain supply of the following: ST-8 booklets, sales report forms, complaint forms, salesperson tests, handbooks, taxation brochures, bond and insurance forms, D-11 forms, Notice to Appear citations, original application forms, supplemental location, and change of address forms, TR-39, and any forms needed. Service and repair vehicle following guidelines enumerated in the "vehicle packet".