

KANSAS DEPARTMENT OF REVENUE

Classification Title: Driver License Examiner

| Percentage | Description |
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| 45% | Conducts drivers license examinations by administering the written/oral, visual and road tests for any class of noncommercial license and motorcycle examination. The test will be conducted in accordance with state laws and department regulations. Conducts and scores written examinations for commercial driver license applicants. Provides correct information to Driver License applicants and general public by verbally answering questions in person or by phone in order to clarify statutes, procedures and test results. Travel to work in other DL examination stations as needed . To assist with training as assigned by office supervisor or district manager. |
| 35% | Records applicant information by entering data into a computer terminal in order to process updates to permanent driver license records. Captures applicants signature and photograph by operating a digital signature device and camera in order to complete a photo license/identification card. Photos and signatures must be taken correctly to ensure quality, professional and correct information captured. Receives driver license/identification card fee by collecting the appropriate amount of cash or checks in order to finalize the transaction to ensure proper document is sent from the vendor's central mail facility. |
| 10% | Ensures that applicants are qualified for Kansas driver's license or identification card by applying KDOR identity security training in looking for security features and signs of counterfeiting or alterations and by asking additional questions of applicants when indications of possible fraud are discovered. Identifies situations where the renewal applicant does not match the photo on file and follows training in asking appropriate questions and gathering additional information to help KDOR make an accurate determination. Follows established procedures in documenting referrals and management of documents retained for further review. Verifies source documents as required. Ensures that sensitive data is not compromised, protecting applicants from identity theft. Notifies management of security breaches. Interacts with all applicants, including those who may be committing fraud, in a respectful and courteous manner and works to diffuse rather than escalate conflicts |
| 10% | Other duties as necessary may include, but are not limited to checking vehicle equipment in order to ensure proper working condition. Maintain a neat appearance because of Public exposure and maintain favorable relations with employees and general public. Preparing activity reports in order to account for daily transactions, providing proper care of equipment and other duties as assigned. Issuance of concealed carry licenses in accordance with Kansas statute and Kansas Attorney General policy and procedure. Register voters in accordance to Kansas statute and Kansas Secretary of State policy and procedure. |
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