



COMMERCIAL VEHICLE ENFORCEMENT JOB FAMILY

CAREER PATH

Division Assistant Director

This is an administrative position where the individual assists the Division Director with the overall operation of the Commercial Vehicle Enforcement (CVE) Division, including budgeting, planning, and staffing. This position is also responsible for enforcement of commercial motor vehicle laws and regulations within the Missouri State Highway Patrol. Considerable independent judgment and discretion is exercised in contacts with subordinates, the public, and personnel from state, local, and private agencies. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires the employee to have the knowledge and skills to perform and review the work overseen. The employee is required to carry department-authorized firearms and may use assigned firearms and other weapons in performance of their CVE responsibilities. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions. Work is performed under general administrative direction.

Knowledge, Skills, and Abilities

In addition to those identified in the previous levels within this career path:

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of commercial vehicle enforcement, as well as the laws, principles, and practices as they are related to implementation within the agency.

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Thorough and comprehensive knowledge of and the ability to demonstrate successful operation and use of designated commercial vehicle enforcement equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Thorough and comprehensive knowledge of hazardous/radioactive materials as they pertain to CVE, and exercise the proper safety procedures in dealing with same.

Thorough and comprehensive knowledge and practice of safety procedures involved in administering first aid, and dealing with body fluid and/or blood-borne pathogens.



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Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to utilize problem-solving skills, exercise judgment, make decisions, and assemble information in report form.

Ability to read and comprehend written materials, as well as effectively and accurately document enforcement activities in handwritten reports.

Ability to conduct various levels of inspections in accordance with established policies, procedures, state and federal laws and regulations, to include various levels of driver and vehicle safety; commercial vehicle post-crash analysis; and detection of fraudulent and forged documents.

Ability to detect unsafe equipment on vehicles and to take the appropriate corrective action.

Ability to operate and maintain Patrol issued computer equipment.

Ability to successfully operate and maintain a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to successfully operate assigned departmental vehicle at a high rate of speed as needed and under varying, stressful conditions to apprehend violators and respond to emergency situations.

Ability to exercise diplomacy and patience in dealing with a variety of individuals (in potentially hostile situations) with firmness, tact, and impartiality necessary to enforce commercial vehicle laws and regulations.



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Ability to safely and properly fire, load/unload Patrol firearms, as well as the ability to properly use and maintain OC aerosol, an ASP baton, handcuffs, and an assigned firearm.

Ability to gain and maintain physical control of persons when making a custodial arrest.

Ability to successfully operate equipment necessary for the completion of job duties (e.g., weigh scales, measuring devices, creeper, communications equipment, etc.)

Ability to successfully set up and operate portable scales in order to properly weigh commercial motor vehicles.

Ability to study and review materials to keep abreast of changes in the commercial vehicle enforcement field.

Ability to position self and equipment necessary to perform duties.

Ability to handle fees collected for fuel tax and reciprocity permits per Patrol policy.

Ability to perform light building and ground maintenance as necessary at inspection facilities (mowing lawn, mopping floors, painting trim, trash removal, etc).

Ability to visually identify or describe persons, vehicles, locations, or other objects at a reasonable distance from a moving vehicle.

Ability to receive, understand, and act upon aural instructions through the use of radio.

Ability to administer first aid.

Ability to move and/or carry victims of traffic or related accidents.

Ability to recognize when a decision is necessary and exhibit readiness to make a decision.

Ability to demonstrate successful performance in the comprehensive analysis and problem solving, as well as in following established protocol for providing court testimony.



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Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to accommodate shift work and work long hours while standing.

Ability to work outdoors in inclement weather.

Ability to perform job-related travel.

Ability to work hours as assigned.

Minimum Requirements:

High school diploma or equivalent and eight years of experience as a Commercial Vehicle Officer with the Missouri State Highway Patrol, with four years being in a supervisory capacity.

Minimum Requirements specific to the Commercial Vehicle Enforcement Job Family that may apply and are dependent on assigned areas of responsibility:

- ❖ Must be a citizen of the United States.
- ❖ Must be at least twenty-one years of age.
- ❖ Must obtain and maintain a valid CVE commission.



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- ❖ Must successfully complete, or have completed, the Basic CVO Training Course, as approved by the Superintendent of the Missouri State Highway Patrol.
- ❖ Must successfully complete, or have completed, the Commercial Vehicle Officer Field Training. (This requirement is waived for individuals employed as a Commercial Vehicle Officer prior to the implementation of the standardized field training program.)
- ❖ Must obtain and maintain a valid Missouri Driver's License, in the appropriate classification, as required by law.
- ❖ Shall not have any conviction, indictment or pending litigation for any offense involving moral turpitude.
- ❖ Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.
- ❖ Pursuant to the federal Gun Control Act, any person who has ever been convicted of a misdemeanor involving domestic violence is prohibited from possessing any firearm or ammunition. The law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has "as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon; committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim."

Necessary Special Requirements

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Pay grade: 34



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FLSA Status: Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 02/01/2025

Reviewed: 02/01/2025

Revised: --