



Non-Merit Position
(This position is exempt from the State of Delaware Merit System)

JOB TITLE: Casual/Seasonal Civilian Auto Theft Technician
Works 29.5 hours a week

LOCATION: New Castle County

OPENING DATE: June 1, 2015 CLOSING DATE: June 15, 2015

PAY GRADE: pg 11, \$19.10/hour

GENERAL DESCRIPTION

This position requires the initial investigations regarding vehicle thefts within the state. Follow-up investigations are performed to assist divisional

personnel with identifying stolen vehicles and determining the validity of vehicle identification numbers and also assisting the State Division of Motor Vehicles.

EXAMPLES OF DUTIES

Auto Theft Investigation
Assisting Division of Motor Vehicles
Court Appearances
Lien holder sales inspections
Odometer investigation, serial number assignments,
Examining vehicles, academy instruction
Assisting other police agencies
Identification of motor vehicles
Auto dealer inspections

Inspects lien holder sales to verify vehicles by serial number; assists the Division of Motor Vehicles with lane inspections to check proper titling; inspects new and used auto dealerships to ensure compliance with state law; inspects odometers for possible tampering; assigns serial numbers to vehicles; examines reconstructed vehicles; identifies auto theft violators; testifies in court; assists other police agencies on matters of auto theft; instructs classes on auto theft and makes presentations to civic groups regarding how to prevent auto thefts. Conducts inspections at salvage and recycling yards.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of lien holders law and procedures of sales. Knowledge of locations of serial numbers (public and confidential). Knowledge of Division of Motor Vehicles procedures regarding titling and registration of vehicles. Knowledge of the techniques used by manufacturers to stamp serial numbers into vehicles. Knowledge of Title 21 of Delaware Code. Knowledge of Title 11 of Delaware Criminal Code. Knowledge of search and seizure laws. Knowledge of departmental rules and regulations. Ability to communicate in writing and verbally. Ability to disassemble a vehicle to locate hidden serial numbers. Ability to operate and maintain power tools. Must be mechanically inclined. Ability to identify a fraudulent title. Ability to function in inclement weather. Ability to use good common sense. Ability to formulate and carry out a plan of execution. Ability to operate a computer. Skill in the use of a typewriter. Skill in the use of a

metal die stamp. Must be computer literate and able to use Windows, Word and Excel. Ability to write police reports. DELJIS, NLITS, and NCIC certified.

Must also be able to perform the following:

Driving an assigned vehicle for extended periods.

Ability to get in and out of vehicles. Crawl underneath vehicles.

Ability to climb obstacles and traverse through rough terrain.

Ability to work under stressful and hazardous conditions, in inclement weather and for prolonged periods of times.

Ability to communicate effectively with people of various socioeconomic backgrounds.

Acutely utilize sensory systems to discern various stimuli of danger and to maximize operational effectiveness.

Must possess a valid driver's license.

CONDITIONS OF EMPLOYMENT:

Direct deposit of paychecks is required as a condition of employment. Applicants must be legally authorized to work in the United States. A satisfactory criminal background check is required as a condition of employment. Union Covered Positions - A labor organization has been elected by employees as their representative for collective bargaining and other work related purposes. The person selected for this position shall as a condition of employment, join and pay dues to the labor organization or may, instead not join but pay a service fee no greater than the dues. The labor organization is required to represent all employees, even those who do not join.

Please Note: This is a casual/seasonal position; therefore, there are no other benefits.

APPLICATIONS:

Please submit a Delaware State Police civilian application to:

DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover,
DE 19903

Applications can be found at our website at:
<http://www.dsp.delaware.gov/employment.shtml>

Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a Delaware State Police Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458 TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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