

HIGHWAY PATROL MAJOR

NATURE OF WORK

This is administrative work in directing a principal line or staff function of the state highway patrol. Employees are responsible for the effective enforcement of North Carolina motor vehicle operation laws; the planning, organization, and administration of a statewide program of highway safety activities by members of the patrol personally in their work, and by using uniformed patrolmen and other personnel of the patrol in contacts with public, individually, and through organizations in highway safety activities; and obtaining adequate equipment and supplies, communication facilities and transportation. Work also involves molding public opinion through contact with civic clubs and cooperation with local traffic safety councils and public schools. Work is performed with considerable independence under the administrative direction of the highway patrol colonel and is evaluated through conferences, written reports, and from complaints and commendations of the public regarding the effectiveness of the patrols work.

ILLUSTRATIVE EXAMPLES OF WORK

Organizes and supervises the enforcement of North Carolina motor vehicle operation laws; prepares and transmits orders of highway patrol commander; receives reports from troop commanders and relays to patrol commander, establishes and supervises training schools for highway patrolmen. Organizes and supervises the activity of all uniformed and civilian members of the patrol to establish a better safety record in their personal work; supervises the patrolmen and other personnel in formulating and carrying on a safety program by soliciting the assistance of and working with individuals and organizations; supervises conferences throughout the state in coordinating and safety activities of all law enforcement officers of the state.

Directs and coordinates patrol activities during riot and crowd control situations.

Requisitions and purchases vehicle equipment, parts, fuel and accessories involving approval of bills for payment; coordinates activities of communications and mechanical operations with other activities of the division; surveys proposed building sites, formulates plans for acquiring property and construction of buildings; makes special investigations as requested by the patrol commander or departmental officials; prepares and processes tort claims and compensation cases before the Industrial Commission.

Receives and investigates complaints concerning the personal or official conduct of subordinate personnel; makes reports and recommends action to the patrol commander.

Reviews and approves expense statements for subordinate employees.

Requisitions supplies, equipment, and uniforms and approves bids for payment; maintains appropriate records.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the provisions of the North Carolina Motor Vehicle Act.

Thorough knowledge of established policies, procedures, rules, and regulations pertaining to the Department of Motor Vehicles and Highway Patrol.

Considerable knowledge of North Carolina and other states motor vehicle registration and title laws.

Ability to interpret and explain laws, regulations, and departmental regulations.

Ability to enforce provisions of laws with tact, firmness, and impartiality.

Ability to plan, organize, and direct activities relating to division assignment.

Ability to present information effectively in oral and written form.

Ability to establish and maintain effective working relationships with administrative personnel, subordinate employees, and the general public.

NC 05985

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by formal training in modern police methods, procedures, administration, and scientific methods of crime detection and prevention, and eight years experience in highway patrol or public safety work including three years of supervisory experience; or an equivalent combination of training and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

January 1968