

Title**Job Description**

Vehicle Recovery Specialist

The Town of Islip is seeking a Vehicle Recovery Specialist. Minimum Qualifications : Graduation from a standard senior high school or possession of a high school equivalency diploma and five (5) years of experience in the recovery and/or repossession of motor vehicles.

Assesses status of abandoned and unregistered automobiles, boats and heavy construction equipment to determine whether vehicle has been stolen, abandoned, or used in commission of a crime; Determines ownership of abandoned vehicles through Vehicle Identification Number, locates confidential Vehicle Identification Number, if necessary, and contacts registry to ascertain owner; Notifies law enforcement agencies if abandoned vehicles have been used in illegal activities; Issues appearance tickets to owners and notifies them of any charges due; Determines vehicle removal procedure and directs tow operators in such removals; Maintains records of vehicle recoveries.

NECESSARY SPECIAL REQUIREMENT

1. Within six (6) months of appointment, employees must complete the National Insurance Crime Bureau course "Examining Vehicles in the Field" or an equivalent course to be determined by the appointing authority; and, 2. At the time of appointment and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State.

NOTE

This position is a Civil Service open competitive provisional title. Candidate will be required to take the Civil Service exam, pass the exam and be reachable on the list when it is established.

Interested candidate must forward a cover letter, resume and salary requirements to:
Fax (631)224-5771 or Email Personnel@islipny.gov

Call the Town of Islip's Office of Personnel at (631)224-5520 with additional questions.

The Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, disability, marital status or arrest record.