

Title: <b>Arkansas Highway Police Major</b>	Effective Date: May 11, 2012	Grade: XVII	Job Category: Professional
Prior Title: Section Head - Permits	Prior Effective Date: December 7, 2009	Grade: XVII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This is a command rank position which reports directly to the Chief of Arkansas Highway Police (AHP) and serves as second-in-command of all operations within the AHP Division. This position is responsible for performing administrative and supervisory work in planning, organizing, training and directing programs pertaining to law enforcement in general and specifically in the enforcement fields of permits, size, weight, license, motor fuel tax, traffic and criminal law enforcement and motor carrier safety, as well as directly supervise the Arkansas Highway Police Special Services Section.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- In addition to full and complete law enforcement authority, powers, duties, and responsibilities, the Arkansas Highway Police (AHP) is charged with the primary enforcement of all laws pertaining to axle and gross weights; the Motor Carrier Safety Assistance Program; the movement of oversize loads and/or vehicles; vehicle licensing and operator/commercial licensing; motor fuel taxes, special distillate motor vehicle fuel taxes, and the interstate or intrastate shipment of bulk amounts of the same; the interstate and intrastate shipment of hazardous materials within the state; traffic enforcement, placing special emphasis on commercial and private nonpassenger transportation vehicles and construction/work zones; and collection of those revenues prescribed by the Arkansas Commissioner of Revenues, acting as his agents; and enforcement of criminal laws.
- Serve as second-in-command of all operations within the AHP Division and supervise the employees of the Special Services Section.
- Perform administrative work involving personnel needs, training and budgeting; prepare records for accounting and written reports, communications and paperwork necessary for supervisory and work-related activities of the Division.
- Maintain a high level of expertise in laws and regulations in the subjects of permits, size, weight, license, and motor fuel tax, traffic and criminal law enforcement and motor carrier safety and oversee the training of AHP personnel in the same.
- Conduct special projects and investigations as requested.
- Maintain the Arkansas Highway Police Operations Manual and prepare and recommend updates for the same.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in business, public administration or a law enforcement related field, or the educational equivalent to a diploma from an accredited high school plus four years of administrative and law enforcement experience. Advanced certification by the Arkansas Commission on Law Enforcement Standards and Training, and a minimum of eight years continuous employment as a certified officer with the AHP. Must hold the rank of Captain with a minimum of two (2) years of in-rank experience. Subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

