



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC
MOTOR VEHICLE EXAMINER

ANNUAL SALARY: \$43,301 **SALARY GROUP: CL 15** **APPLICATION CLOSING DATE: SEE BELOW** **EXAM NO: 130690CRAC**

(ANNOUNCED AS A CONTINUOUS RECRUITMENT EXAM WITH TEST DATE FOR 2014*)

PURPOSE OF CLASS. In the Department of Motor Vehicle central and branch offices this class is accountable for examining forms, applications and supporting documentation before granting issuance of a title, operator's license and/or registration.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **AUGUST 6, 2014**.

GENERAL EXPERIENCE: Three years of clerical experience.

SPECIAL EXPERIENCE: One year of the General Experience must have included clerical experience where a majority of the time involved face-to-face contact with the general public involving personal explanation or interpretation of products, policies or procedures or telephone customer service where the primary responsibility included providing information concerning or explaining programs/services or resolving problems.

SUBSTITUTIONS ALLOWED: College training may be substituted for General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before individuals are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KAS's): Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; skill in performing arithmetical computations; ability to handle and count money; ability to read, comprehend and apply laws, policies and procedures; ability to maintain records; ability to examine documents for completeness and accuracy; ability to operate personal computer, computer terminals and office equipment; ability to operate office suite software; ability to use reference manuals.

THE EXAMINATION WILL BE COMPOSED OF: **PART** **WEIGHT**
(Exam questions will cover KSA's listed above.) **WRITTEN** **100%**

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Applications must be date stamped by DAS/Human Resources or postmarked by **August 6, 2014 for the September 29, 2014 test date**. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840)**. If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. A separate application form must be submitted for each exam you are applying for.**

***NOTE:** Applicants who are on the examination list for Motor Vehicle Examiner (130690OCPD) promulgated on September 9, 2013 do **not** need to reapply. List 130690OCPD will be extended and will become the first administration of the continuous recruitment examination for Motor Vehicle Examiner.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

July 21, 2014

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.