

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
MOTOR VEHICLE EXAMINER
(PART-TIME)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a current examination list.**

Location: Various locations (Please complete location request form)

Hours: **Tuesday – Saturday Schedule: Tues, Wed, Fri - 7:45am – 5:00pm;
Thurs 9:15am – 6:30pm; Sat 8:00am – 1:00pm**

Monday – Friday Schedule: 8:00 am – 4:30 pm, Wethersfield only

Part time scheduled hours will be within the times noted above

Cheshire Schedule: Wed. and Thur. 10:00am – 8:00pm; Fri 8:00am – 5:00pm; Sat 8:00am – 3:00pm; (Part time positions, 34 hours per week)

Salary: \$19.55 Hourly

Closing Date: February 15, 2012

Eligibility Requirement:

In order to be considered for these positions, individuals must have applied for and passed exam # 111010CPD for Motor Vehicle Examiner given on January 30, 2012 and promulgated on February 6, 2012. State DMV employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: 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 computers; computer terminals and office equipment; ability to operate office suite software; ability to use reference manuals; ability to deal with difficult customers.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates who meet the above requirements should submit a cover letter, a resume, location request form and a State Application Form CT-HR-12 indicating MV Examiner in the Examination Title block. Remember to sign and date the location request form and the CT-HR-12 (typed signature acceptable). Application can be downloaded from the Internet at: <http://das.ct.gov/employment>. Send application for employment to:

DEPARTMENT OF MOTOR VEHICLES
HUMAN RESOURCES, ROOM 235
60 STATE STREET
WETHERSFIELD, CT 06161

Please note: Due to the large number of expected applicants we cannot confirm receipt of application materials. Incomplete or late application packages will not be considered.

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, and persons with disabilities.

