

**DEPARTMENT OF MOTOR VEHICLES  
MOTOR VEHICLE AGENT SUPERVISOR - BRANCH OPERATIONS**

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

**Open To:** DMV Employees (See Eligibility Requirement below)  
**Location:** Branch Operations (Enfield)  
**Job Posting No:** P-7543  
**Hours:** Tuesday - Saturday Full-time, Branch Schedule  
**Salary:** \$56,265 - \$73,717 (PS 12)  
**Closing Date:** July 20, 2017

This is a competitive Job Class. This Job Opening also serves as the examination and will be used for this vacancy within the Department of Motor Vehicles (DMV). The established list of qualified candidates will remain in effect for up to one year from the closing date; however, candidates must apply separately for future vacancies in other agencies as specific Job Openings are announced.

The determination of those candidates who possess the **GENERAL EXPERIENCE** and **SPECIAL EXPERIENCE** listed below to qualify for this Job Opening is the examination. When completing your application, please understand that you are applying for the examination as well as applying for the vacancy; please submit information with this in mind.

**Purpose of Class:** In the Department of Motor Vehicles, Branch Operations: This class is accountable for acting as a working supervisor for staff and activities in the administration of examinations for motor vehicle operator licenses and in the licensing and regulation of commercial and secondary driving school functions;

**Examples of Duties:** Plans unit workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains unit procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures; reviews and evaluates courtesy and attitude toward the public; keeps records and submits pertinent reports; interprets motor vehicle laws and regulations for the public; may make public presentations; performs related duties as required. Supervises Motor Vehicle Operator License Agents, Motor Vehicle Agents, and/or other employees as assigned. BRANCH OPERATIONS: Assigns, reviews, and participates in administration of operator license examinations, safety inspections of motor vehicles, and commercial driving school functions.

**Knowledge, Skills and Abilities:** Considerable knowledge of state and federal motor vehicle laws; considerable knowledge of safe driving and vehicle safety techniques and standards; knowledge of parts, equipment, and mechanical operation of motor vehicles; interpersonal skills; oral and written communication skills; considerable ability to deal effectively with others; ability to prepare reports; some supervisory ability.

**General Experience:** Five (5) years of experience in the field of education, training or other academic instruction, law enforcement, motor vehicle inspection, motor vehicle repairs, or business handling customer complaints and resolving customer relations problems.

**Special Experience:** Two (2) years of the General Experience must be at the level of Motor Vehicle Operator License Agent or Motor Vehicle Agent.

**Substitution Allowed:**

1. College training in the field of education, law enforcement, communication, or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
2. Graduation from an accredited vocational technical school specializing in automotive mechanical repairs may be substituted for one (1) year of the General Experience.

**Physical Requirement:** Incumbents in this class must be in good health and must have and retain sufficient physical strength, stamina, agility, visual and auditory acuity to effectively perform the duties of the class. Considerable physical exertion may be required. Incumbents must maintain physical ability to stand for prolonged periods of time.

**Working Conditions:** Incumbents in this class may be exposed to some degree of injury from conducting road tests and moderately disagreeable conditions encountered working outdoors.

**Application Instructions:** Interested and Qualified candidates who meet the above requirements should submit the State of Connecticut Application for Employment ([CT-HR-12](#)) to the address as indicated below:

Department of Administrative Services  
Statewide Human Resources Management  
Job Posting No. P-7543DM  
450 Columbus Boulevard – Suite 1502  
Hartford, CT 06103  
**Secure Fax: 860-622-2910 (Preferred Method)**

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.

**This examination is pass/fail. Notice of results will be mailed to you as soon as all applications have been reviewed.**

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications 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.

If you are requesting accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Debra Mainville at 860-713-5193 or [Debra.Mainville@ct.gov](mailto:Debra.Mainville@ct.gov).