



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF MOTOR VEHICLES

MOTOR VEHICLE BRANCH OPERATIONS SUPERVISOR 2

ANNUAL \$71,988
SALARY: \$92,585

SALARY
GROUP: AR 26

APPLICATION CLOSING
DATE: DECEMBER 18, 2013

EXAM
NO: 131480APMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Motor Vehicles, this class is accountable for providing the public with prompt, courteous and accurate service by effectively managing all activities of a medium branch office.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLES** WHO BY **DECEMBER 18, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF MOTOR VEHICLES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Seven years of clerical experience.

SPECIAL EXPERIENCE: Four years of the General Experience must have involved the issuance of a variety of official documents requiring the examination of applications and supporting documentation including one year in a supervisory capacity.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equalling six months of experience to a maximum of two years; (2) One year as a Motor Vehicle Branch Supervisor may be substituted for the General and Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the functions and activities of the Department of Motor Vehicles; considerable knowledge of and ability to apply motor vehicle laws and regulations; considerable knowledge of the principles of office systems and procedures; considerable knowledge of clerical detail and recordkeeping including financial recordkeeping; supervisory ability; skill in handling and counting money; skill in the operation of office equipment; considerable interpersonal skills; oral and written communication skills; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION INSTRUCTIONS: 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. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by December 18, 2013. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **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. **Examination scores will be mailed by January 31, 2014. A separate application form must be submitted for each exam you are applying for.**

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 Department of Motor Vehicles.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

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.