

DEPARTMENT OF MOTOR VEHICLES
JOB TITLE: MOTOR VEHICLE BRANCH 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 (Willimantic, Norwich)
Job Posting No: P-8433
Hours: Tuesday- Saturday Full-time, Branch Schedule
Salary: \$56,639-\$73,000 (CL 20)
Closing Date: April 26, 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 a Motor Vehicle Branch Office, this class is accountable for supervising staff engaged in a variety of transactions, acting as assistant to the Motor Vehicle Branch Operations Supervisor 1 or 2, and providing a full range of direct services to the public. In an independent sub-office of the Department of Motor Vehicles this class is accountable for supervising staff, overseeing all office activities and providing direct services to the public.

Examples of Duties: Performs a wide range of supervisory, administrative and technical duties, as follows: Supervises assigned staff; assigns and evaluates work for effectiveness; counsels or assists staff in resolving public service difficulties, limited restorations or other problems; provides or assists in providing orientation and training to employees; periodically evaluates workflow and effectiveness of work to assess ongoing training or procedural needs; prepares office reports and correspondence; completes employee service ratings; reassigns staff as necessary to provide most efficient public services; may maintain employee attendance and time records. Prepares or assists Motor Vehicle Branch Manager in preparing work stations; checks office equipment to ensure proper functioning; may make minor repairs and adjustments; may be responsible for opening and closing office building and safe; may be responsible for or assist Manager in ensuring proper building security and maintenance; may be responsible for maintaining inventory and ordering office supplies. Assists in ongoing provision of information/services to the public; provides assistance to central office personnel, tax collectors, dealership personnel and other concerned individuals; performs the full range of branch office transactions including limited restorations and the operation of equipment as required; may collect money and receipts from staff, prepare bank deposits and resolve balancing problems. Assists Branch Manager in performing variety of other administrative functions; performs related duties as required.

Minimum Qualifications Required

Knowledge, Skill and Ability: Considerable knowledge of the functions and activities of the Motor Vehicle Department; considerable knowledge of and ability to apply Motor Vehicle laws and regulations; considerable knowledge of office systems and procedures; knowledge of clerical detail and record keeping including financial record keeping; considerable interpersonal skills; oral and written communication skills; skill in handling and counting money; skill in the operation of office equipment; ability to maintain office equipment; ability to prepare reports; supervisory ability.

Experience and Training:

General Experience: Six (6) years of clerical experience.

Special Experience: Three (3) years of which must have been involved in the issuance of official documents requiring the examination of applications and supporting documentation; two (2) years of which must have been in an advanced examination capacity requiring the issuance of a variety of official documents or in a working supervisory capacity.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years;
2. Two (2) years as a Motor Vehicle Examiner Specialist or one (1) year as a Head Motor Vehicle Examiner may be substituted for the General and Special experience required.

Application Instructions:

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

Department of Administrative Services
Statewide Human Resources Management
Job Posting No. P-8433
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.