State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

MOTOR VEHICLE AGENT

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$46,692 – $61,645	PS 10	APRIL 2, 2012	120550OCDJ

PURPOSE OF CLASS: In the Department of Motor Vehicles this class is accountable for performing a full range of duties in support of the emissions testing, vehicle inspection, customer complaint and/or regulated business licensing programs.

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 APRIL 2, 2012:

GENERAL EXPERIENCE: Three years of experience in motor vehicle repairs, motor vehicle inspection activities or related experience that will provide a working knowledge of motor vehicle parts and repairs.

SUBSTITUTION ALLOWED: Graduation from an accredited vocational/technical school specializing in automotive mechanical repairs may be substituted for two years of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license during employment in this class. (2) At the time of appointment, incumbents must also possess and during the course of employment maintain, a motor vehicle driving record satisfactory to the Commissioner of Motor Vehicles.

PHYSICAL REQUIREMENTS: (1) Incumbents in this class must possess the physical stamina to perform inspections and must possess manual dexterity. (2) Applicants may be required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be exposed to a moderate amount of disagreeable conditions encountered during the inspection of motor vehicles or facilities, vehicle emissions testing equipment or working outdoors.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of motor vehicle parts, equipment and mechanical operations including emissions systems; knowledge of vehicle inspection methods and techniques; knowledge of vehicle diagnostic testing and repair methods; some knowledge of motor vehicle equipment calibration methodology; knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; knowledge of relevant agency policies and procedures; interpersonal and customer service skills; considerable oral and written communication skills; ability to identify, analyze and recommend effective solutions to problems.

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

THE EXAMINATION WILL BE HELD ON: FRIDAY, MAY 18, 2012.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

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. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). 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. **Applications must be date stamped by DAS/Human Resources or postmarked by April 2, 2012**. **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) or at the Offices of the Connecticut State Job Centers.

6589 March 16, 2012

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.