



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF MOTOR VEHICLE

MOTOR VEHICLE BRANCH SUPERVISOR

ANNUAL \$51,832  
SALARY: \$66,803

SALARY  
GROUP: CL 20

APPLICATION CLOSING  
DATE: JANUARY 31, 2012

EXAM  
NO: 120110APMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**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 Manager 1 or 2, and providing a full range of direct services to the public. In an independent sub-office of the Motor Vehicle Department, this class is accountable for supervising staff, overseeing all office activities and providing direct services to the public.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE DEPARTMENT OF MOTOR VEHICLE WHO BY **JANUARY 31, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE DEPARTMENT OF MOTOR VEHICLE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Six years of clerical experience.

**SPECIAL EXPERIENCE:** Three years of the General Experience must have involved the issuance of official documents requiring the examination of applications and supporting documentation, two 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.

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

**KNOWLEDGE, SKILLS AND ABILITIES:** 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.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**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. **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 January 31, 2012. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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 March 18, 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://www.das.ct.gov/employment>) or at the Department of Motor Vehicle.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous 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, and persons with disabilities.