



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF MOTOR VEHICLES
MOTOR VEHICLE LIEUTENANT

ANNUAL \$66,604
SALARY: \$85,436

SALARY
GROUP: MP 60

APPLICATION CLOSING
DATE: DECEMBER 12, 2011

EXAM
NO: 110940APPD

PURPOSE OF CLASS: In one of the Department of Motor Vehicles divisions, supervises administration of division activities (i.e., Driver Licensing, Dealers and Repairers, Emissions, Public Transportation, etc.).

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLES** WHO BY **DECEMBER 12, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT OR FORMER SERVICE AT THE **DEPARTMENT OF MOTOR VEHICLES** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Six years' experience in the repair of motor vehicles or in related investigatory or regulatory work.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the level of Motor Vehicle Sergeant or its equivalent.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a valid Connecticut Motor Vehicle Operator's License during employment in this class. At time of appointment, applicant must not have accumulated more than seven points according to the Motor Vehicle Department's Point System within the five year period preceding date of application.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the motor vehicle laws and the regulations of the Motor Vehicle Department; considerable knowledge of the parts and equipment of motor vehicles; considerable knowledge of the methods of operation of motor vehicle dealers and repairers and garages; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to make thorough investigations and prepare comprehensive written reports; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION AND EXAMINATION 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, hours worked per week 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 12, 2011. A separate application form must be submitted for each exam you are applying for.** 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 January 18, 2012.**

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 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.