



State of Connecticut
EXAM ANNOUNCEMENT

**AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF MOTOR VEHICLES
MOTOR VEHICLE AGENT SUPERVISOR**

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request Form [CT-HR-26](#) and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See [General Letter 38](#) for more information.

**ANNUAL \$56,265
SALARY: \$73,717**

**SALARY
GROUP: PS 12**

**APPLICATION CLOSING
DATE: MARCH 22, 2016**

**EXAM
NO: 160230APAM**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Motor Vehicles this class may be used in one of two ways: 1) BRANCH OPERATIONS: This class is accountable for acting as a working supervisor for staff and activities in the administration of examinations for motor vehicle operator licenses and in the licensing and regulation of commercial and secondary driving school functions; 2) EMISSIONS: This class is accountable for the administration of waiver processing, contractor monitoring, and customer service activities.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLES** WHO BY **MARCH 22, 2016** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF MOTOR VEHICLES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years of experience in the field of education, training or other academic instruction, law enforcement, motor vehicle inspection, motor vehicle repairs, or business handling customer complaints and resolving customer relations problems.

SPECIAL EXPERIENCE: Two years of the General Experience must be at the level of Motor Vehicle Operator License Agent or Motor Vehicle Agent.

SUBSTITUTION ALLOWED: 1) College training in the field of education, law enforcement, communication, or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years. 2) Graduation from an accredited vocational technical school specializing in automotive mechanical repairs may be substituted for one year 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: Incumbents in this class must be in good health and must have and retain sufficient physical strength, stamina, agility, visual and auditory acuity to effectively perform the duties of the class. Considerable physical exertion may be required. Incumbents must maintain physical ability to stand for prolonged periods of time.

WORKING CONDITIONS: Incumbents in this class may be exposed to some degree of injury from conducting road tests and moderately disagreeable conditions encountered working outdoors.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of state and federal motor vehicle laws; considerable knowledge of safe driving and vehicle safety techniques and standards; knowledge of parts, equipment, and mechanical operation of motor vehicles; interpersonal skills; oral and written communication skills; considerable ability to deal effectively with others; ability to prepare reports; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	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 **MARCH 22, 2016**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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 MAY 10, 2016. 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.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

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.