



State of Connecticut
EXAM ANNOUNCEMENT

AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF MOTOR VEHICLES

MOTOR VEHICLE CENTRAL OFFICE SUPERVISOR 1

ANNUAL SALARY: \$53,935	SALARY GROUP: CL 19	APPLICATION CLOSING DATE: DECEMBER 28, 2016	EXAM NO: 160980APDM
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SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Motor Vehicles, within a small section of the central office this class is accountable for supervising all staff and activities which may include the examination, processing, and issuance of operators' licenses and/or registrations or advanced-level clerical activities which directly support one of the specialized units.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLES** WHO BY **DECEMBER 28, 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 clerical experience, two years of which must have involved the issuance of official documents requiring the examination of applications and supporting documentation or performing clerical tasks at the level of Office Assistant in the Department of Motor Vehicles.

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 or one year as a Motor Vehicle Examiner Specialist may be substituted for the General Experience. **3)** Two years as an Office Assistant or one year as a Head Clerk in the Motor Vehicle Department may be substituted for the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of departmental functions and activities; considerable knowledge of office systems and procedures; knowledge of record keeping including financial record keeping; skill in operating office equipment; considerable interpersonal skills; oral and written communication skills; skill in examining documents to determine compliance with established requirements; ability to read, understand and apply motor vehicle laws, regulations, policies and procedures; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
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. **Be sure to describe your responsibilities and experience examining documents for compliance with motor vehicle laws as well as any experience in the issuance of official motor vehicle documents. Include additional pages if needed.** **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 28, 2016**. Mail your application to Department of Administrative Services, Statewide Human Resources, 450 Columbus Blvd., Suite 1502, Hartford, CT 06103 (**Secure Fax 860-622-2910 – preferred method**). **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 FEBRUARY 17, 2017. 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.