



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF MOTOR VEHICLES

MOTOR VEHICLE CENTRAL OFFICE SUPERVISOR 1

ANNUAL SALARY: \$49,357 **SALARY GROUP: CL 19** **APPLICATION CLOSING DATE: SEPTEMBER 21, 2012** **EXAM NO: 121500APJR**

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 PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE DEPARTMENT OF MOTOR VEHICLES WHO BY **SEPTEMBER 21, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT 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.

SUBSTITUTIONS 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 (KSA's): 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 WRITTEN** **WEIGHT 100%**
(Exam questions will cover KSA's listed above.)

THE EXAMINATION WILL BE HELD ON: MONDAY, NOVEMBER 5, 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 #860-622-2910).** 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 September 21, 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 Department of Motor Vehicles.

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