



MOTOR VEHICLE REPRESENTATIVE

Salary: \$2,773.00 - \$3,467.00
Positions exist statewide

Self-Scheduling for the **Sacramento** area opens on **November 13th, 2018 at 10:00 a.m.**
The written test will be December 1st

When applying for this examination, we encourage you to select all Employment Types (tenure and time base) listed above to be considered for the maximum number of vacancies.

POSITION DESCRIPTION

Under direction, incumbents interpret, apply, and explain provisions of the Vehicle Code and the regulations, policies, and procedures of the Department of Motor Vehicles (DMV) pertaining to the licensing of drivers, registering and titling of vehicles and vessels, licensing of vehicle dealers, manufacturers, and dismantlers, the performance of post licensing functions related to problematic drivers; and perform other related work. Incumbents typically work with customers in a fast-paced environment in departmental field and driver safety offices, call centers or headquarters' processing units and assist the public in the issuance of identification cards, driver and occupational licenses, motor carrier permits, and the registration and titling of vehicles.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

Pursuant to California Government Code Section 1040, fingerprint/criminal record clearance is required for these positions and to be eligible for appointment.

EITHER I

One year of experience in the California state service performing clerical duties at a level of responsibility equivalent to an Office Assistant (General).

OR II

Experience: One year of experience performing clerical, cashiering, sales clerk, or customer service work. (Academic education above the twelfth grade may be substituted on the basis of one year of general education being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before being eligible for appointment.) **and**

Education: Equivalent to completion of the twelfth grade.

KNOWLEDGE, SKILLS AND ABILITIES

A. Knowledge of: Modern office methods and equipment.

B. Ability to:

1. Read, write, and understand English at a level required for successful job performance.
2. Learn, apply, interpret, and explain provisions of governmental rules and department procedures and policy.
3. Follow oral and written directions.
4. Evaluate situations accurately and take effective action.
5. Interpret and apply rules and regulations to specific cases.
6. Perform cashiering work of average difficulty involved in receiving, disbursing, and receipting of monies.
7. Operate various electronic office equipment.
8. Input information accurately and efficiently into various databases.
9. Meet and deal tactfully with the public.

FILING INSTRUCTIONS

Click on the Motor Vehicle Representative examination link at the bottom of the examination bulletin to self-schedule for the examination. **If you have never applied for an examination online, please refer to our instructions on How to Search and Apply for Examinations on www.calcareers.ca.gov.**

The examination is considered continuous as examination dates may be disseminated at any time. Candidates must meet the requirements to take the written test. Applicants are to respond to questions to determine if they meet the minimum qualifications. An immediate minimum qualifications determination will be made by the online system. If an applicant qualifies, he/she will be allowed to schedule a date, time, and place to take the written test; however, space is limited and will be available on a first-come, first-served basis. Please note that minimum qualifications will be verified by the Selection and Certification Unit prior to a job offer.

Self-scheduling will conclude once all seats are filled; applicants will not be able to apply until additional examination dates are posted. Examinations will be given on various dates and locations throughout the State. These dates and locations will be posted online as needed.

<u>Self-Scheduling Opens</u>	<u>Written Exam Date(s)</u>
November 13th at 10:00 a.m.	December 1st

The above exam information is for the Sacramento area. There are also other Northern California locations testing. Please see job bulletin for more information

Please review the entire online exam bulletin for a more precise job description and/or to self-schedule:
<https://jobs.ca.gov/JOBSGEN/0PB35.PDF>