

Job Description

Job Title: Legal Instrument Examiner (DMV)
Job ID: 21974
Location: M STREET SW DMV HEADQUARTERS
Full/Part Time: Full-Time
Regular/Temporary: Regular

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General Job Information

"Pay Plan, Series & Grade: CS-0963-06

Salary Range: \$33,875 - \$44,504

Opening date: March 27, 2013

Closing date: April 10, 2013

Tour of Duty: Rotating Shifts

Area of Consideration: Open to the Public

Promotion Potential: CS-07/08/09

Number of Vacancies: Seven (7)

Agency: Department of Motor Vehicles (KV)

Duration of Appointment: Career Service Appointment- Permanent

Collective Bargaining Unit (Union): This position is in the collective bargaining unit represented by AFGE Local 1975 and you may be required to pay an agency service fee through direct payroll deduction.

Duties

Brief Description of Duties: This position is located in the Service Center throughout the Department of Motor Vehicles. Incumbent supports customer transactions in all areas of the Department's Service Center operations. These transactions include first time vehicle registration, registration renewal, learner's permit, driver's permit and renewals, commercial operator's permit, nondriver identification cards, residential parking permits (RPP), reciprocity parking permits, title transactions and related administrative support functions, and ticket processing support, contesting, hearings, appeals and other support functions.

Qualifications

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

Ranking Factors

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Knowledge of the District of Columbia Department of Motor Vehicles regulation, policies and standard procedures with motor vehicles and operator licensing.

Ranking Factor #2: Knowledge of a wide assortment of documents to certify authenticity to guard against the acceptance of forged and counterfeit documents.

Ranking Factor #3: Ability to perform data entry, search, update and print functions and general ability to operate a computer terminal and peripheral equipment.

Ranking Factor #4: Ability to communicate effectively in a patient and courteous manner and apply tact and de-escalation techniques to overcome intense and sometimes irate situations.

Conditions of Employment

Other Significant Factors: Bilingual candidates with effective oral communication skills are encouraged to apply.

Physical Effort: The work is primarily performed while sitting and/or standing for prolonged periods of time. There may be some walking, standing, and bending.

Priority Consideration

Displaced Employee Priority Placement: Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Employment Benefits

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Residency Requirement

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

Information to Applicants

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

How to Apply

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700.

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a DC 2000 job application or online job application is required to be submitted.

Contact Information: All inquiries related to employment and job applications should be directed to HR Answers at (202) 442-9700

Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

Closing Statement

Job Offers: Official Job Offers are made by the Office of Human Resources Only.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.