

Job Description

Job Title: DRIVER LICENSE EXAMINER MVO
Job ID: 24181
Location: BRENTWOOD
Full/Part Time: Full-Time
Regular/Temporary: Regular

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General Job Information

"Pay Plan, Series & Grade: CS-0303-09

Salary Range: \$46,707-\$60,135

Opening Date: January 30, 2014

Closing Date: Open Until Filled

First Screening Date: February 7, 2014

Promotion Potential: None

Number of Vacancies: One (1)

Agency: KV-Department of Motor Vehicles

Duration of Appointment: Career Service (Permanent)

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

Tour of Duty: Rotating Shift- Tuesday-Saturday

Area of Consideration: Open to the General Public

Duties

Brief Description of Duties: Incumbent administers road test examinations to applicants from driver's license motor vehicles operator's permits as well as, special category applicants- e.g., elderly, disabled, deaf and non-English speaking or person with limited English speaking ability, assesses the mechanical and mental ability of the applicants to safely operate a motor vehicle. Indicates appropriate permit restrictions- e.g., vision, physical limitations where complete reexamination is required.

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.

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.

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

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: Thorough knowledge of and criteria for issuing different categories of operator's permit;

Ranking Factor #2: Thorough knowledge of and ability to apply Motor Vehicles Laws;

Ranking Factor #3: Ability to transmit directions to applicants while observing the applicant operate the test vehicle; and

Ranking Factor #4: Ability to effectively communicate both orally and in writing.

Conditions of Employment

Other Significant Factors: Incumbent must process a valid Motor Vehicle Operator's Permit.

Physical Effort: The work requires much standing and walking; constant talking; and monitoring and sometimes driving an automobile.

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 Preference

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

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.

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

How to Apply

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.

How to Apply:

1. Applications for this vacancy announcement must be submitted online at www.dchr.dc.gov for consideration.
2. It is recommended for applicants to use the following web browsers when completing an application: Internet Explorer 8 (or a later version) and Firefox 4.2 (or a later version).
3. Applicants are encouraged to save application information frequently, minimally every 20 minutes, to avoid loss of data.
4. Please visit www.dchr.dc.gov to locate partner agencies and community based organizations that provide computer and internet access.

Where to Apply (Judiciary Square): Applications must be submitted online. You can obtain assistance by visiting the D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 4th Street, NW, Washington, D.C. 20001 or by visiting one of our partner agencies. Career Opportunities Site Locations All questions and 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, the submission of an online job application is required in order to be considered.

An email notification of receipt serves as confirmation that your application submission was received.

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

Closing Statement

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

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.

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

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