

# Licensing-Registration Examiner, Department of Motor Vehicles

Exam Code: 8PB26

**Department:** Department of Motor Vehicles

**Exam Type:** Departmental Open

Final Filing Date: Self-schedule dates are set periodically

The Licensing Registration Examiner examination scheduled for Saturday, March 14, 2020, has been cancelled. Please continue to monitor this examination bulletin on <a href="CalCareers.ca.gov">CalCareers.ca.gov</a> for future test dates. We apologize for the inconvenience.

#### **CLASSIFICATION DETAILS**

Licensing-Registration Examiner, Department of Motor Vehicles

Salary: \$3,765.00 - \$4,616.00 per month

View the <u>Licensing-Registration Examiner, Department of Motor Vehicles</u> <u>classification specification</u>

#### **APPLICATION INSTRUCTIONS**

#### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

#### **How To Apply:**

Self-scheduling for this examination is offered on a first-come-first-served basis for each written examination date.

Please be aware that although seating is limited and scheduling will conclude once all seats are filled for a specific written examination date, additional self-scheduling dates

and exam locations will be posted. If you schedule an exam date and do not appear, you will not be able to re-schedule for at least 6 weeks.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

Check this bulletin regularly for future exam dates.

On the self-scheduling date, please go to the "TAKING THE EXAMINATION" section of this bulletin to begin the scheduling process.

If you have never applied for an examination online, please refer to our instructions on <a href="How to Search and Apply for Examinations on www.calcareers.ca.gov">How to Search and Apply for Examinations on www.calcareers.ca.gov</a>

# SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, please contact:

Department of Motor Vehicles Selection and Certification Unit 2415 1<sup>st</sup> Avenue, MS E678 Sacramento, CA 95818

Phone 916-657-7553 or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-800-735-2929 or from voice phones at 1-800-735-2922.

# **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

# LICENSING-REGISTRATION EXAMINER, DEPARTMENT OF MOTOR VEHICLES

Possession of a valid Class C or above driver license. (License must be secured prior to appointment.) <u>AND</u> Visual acuity of 20/20 or better in each eye (correction may be used to meet this requirement) and a monocular peripheral vision of at least 100 degrees of horizontal extent and 100 degrees of vertical extent, with no evidence of scotomas (non-seeing areas) within the full visual field of each eye; <u>AND</u>

#### Either 1

Two years of experience in work emphasizing contact and discussion with the public. This experience must have involved face-to-face public contact and activities such as the personal explanation or interpretation of the products, policies, or procedures of an organization.

#### Or 2

**Education**: Equivalent to completion of two years (60 semester units or 90 quarter units) of college education. (Students in their second year of college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester units or 90 quarter units before they can be considered eligible for appointment.)

# <u>Or 3</u>

One year of experience in the Department of Motor Vehicles performing duties comparable to those performed in the classes of Motor Vehicle Assistant, Range B; Motor Vehicle Representative, Range B (formerly Motor Vehicle Field Representative, Range B); or Management Services Technician.

### <u>Or 4</u>

Two years in the Department of Motor Vehicles with at least 18 months of experience at the level of Office Assistant, Range B (formerly Office Assistant II) or higher.

NOTE: Before appointment, successful candidates will also be required to pass a medical examination.

#### POSITION DESCRIPTION

# LICENSING-REGISTRATION EXAMINER, DEPARTMENT OF MOTOR VEHICLES

Under general direction, and with minimal day-to-day supervision, incumbents perform the most difficult and sensitive work in driver licensing, vehicle registration, and related areas dealing directly with the public in a Department of Motor Vehicles' field office. Incumbents may be required to perform relief or travel assignments to other locations.

Interprets, applies, and explains the provisions of the Vehicle Code, administrative regulations, policies, and procedures pertaining to the licensing of drivers and the registration and ownership of motor vehicles. Gives written, oral, visual and practical performance tests in the course of examining applicants for ability and fitness to operate various types or combinations of motor vehicles safely, including commercial vehicles in designated field offices, and for knowledge of Vehicle Code requirements. Serves notices of and/or gives and receives information concerning suspensions, revocations, and cancellations of licenses. Determines if vehicles are subject to registration and/or transfer of ownership. Inspects vehicles for body type, usage, and verification of identification and license numbers. Issues license plates, tabs, and operating permits; determines, collects, and accounts for fees and penalties; and makes reports concerning work performed. Selected candidates may be required to participate in the DMV Employee Pull Notice Program. This will require the submission of their valid California driver license number. The program requires a review of an employee's driving record when certain updates are received by the DMV.

Positions exist statewide.

#### **EXAMINATION SCOPE**

This examination consists of the following components:

Multiple Choice Written Examination – Weighted 100% of the final score.

To obtain a position on the eligible list, a minimum score of 70% must be received.

The written test for the Licensing-Registration Examiner, Department of Motor Vehicles, consists of the following three (3) test sections:

| Test Section | Subject  |
|--------------|--|
| 1            | Written Communication Skills                           |
| 2            | Analyzing, Interpreting, and Applying Written Material |
| 3            | Situational Workplace Scenarios                        |

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

#### Ability to:

- 1. Learn, interpret, apply, and communicate the provisions of the California Vehicle Code and related laws and regulations, especially pertaining to the licensing of drivers and registration and ownership of vehicles.
- Acquire a knowledge of the programs and activities of organizations concerned with vehicle registration, driver licensing, Vehicle Code enforcement, and traffic safety in this State.
- 3. Analyze situations accurately and take effective action.
- 4. Follow directions.
- 5. Communicate effectively and prepare clear and concise reports.
- 6. Establish and maintain effective working relationships with the public and coworkers.
- 7. Train other employees

## SPECIAL PERSONAL CHARACTERISTICS

Firmness, tact, and normal hearing; physical agility and mental alertness sufficient to permit work in and around various types of motor vehicles with safety; satisfactory driving record; and willingness to work as required at various locations throughout the State.

#### **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the Licensing-Registration Examiner, Department of Motor Vehicles classification will be established for the Department of Motor Vehicles.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **thirty-six months (36) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Bulletin Date: 3/13/2020

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, they shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference for Examinations (CalHR 1093) is available online. Additional information on veteran benefits is available at the California Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

# **EXAMINATION INFORMATION**

You **must** bring a copy of the Notice to Appear letter and a photo identification (or two forms of signed identification) with you to the written test site. The name on your identification document(s) must exactly match the name on the **Notice to Appear** letter to be accepted into the written examination. Any discrepancy may prohibit you from being accepted into the written examination. Applicants must present either a valid Government-issued, photo identification document (i.e., California Identification Card or Driver License; Passport; Military; Green Card; etc.) or two forms of signed identification documents (i.e., Social Security Card; temporary California Driver License; marriage certificate; etc.) at check-in.

## TAKING THE EXAMINATION

You must schedule yourself to participate in this written examination.

Self-scheduling for this examination is offered on a first-come-first-served basis for each written examination date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific written examination date, additional self-scheduling dates and test locations will be posted in the future.

# Check this bulletin regularly for future examination dates.

#### **TESTING DEPARTMENTS**

Department of Motor Vehicles

#### **CONTACT INFORMATION**

Department of Motor Vehicles Selection and Certification Unit 2415 1<sup>st</sup> Avenue, MS E678 Sacramento, CA 95818

Phone 916-657-7553 or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-800-735-2929 or from voice phones at 1-800-735-2922.

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#### **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

# **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### **GENERAL INFORMATION**

Examination/Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your <u>CalCareers Account.</u>

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification form the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.