

CLASS TITLE: MOTOR VEHICLE OPERATOR EXAMINER

Class Code: 02751200

Pay Grade: 19A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the administration of written, visual, oral and performance tests to applicants in connection with the issuance of motor vehicle operators' licenses; and to do related work as required.

SUPERVISION RECEIVED: Work is subject to the general supervision of the Supervising Motor Vehicle Operator Examiner; work is reviewed for conformance to established techniques and procedures.

SUPERVISION EXERCISED: Supervises the work of clerical assistants as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Prior to administration of driver qualifying tests, to review, for completeness and accuracy, all applications and supporting documents for motor vehicle operators' licenses, including those for operation of passenger cars, trucks, jitneys, school buses, taxicabs and motorcycles; to notarize such applications as required.

To administer and score eye tests to determine the visual acuity of applicants; to administer and score written tests and give decisions thereon to be used for qualifying applicants for a motor vehicle operator's permit, CDL, or license.

To administer and score road tests and to render decisions as to whether or not applicant receives a license to operate a motor vehicle.

To give and score oral tests for candidates having English language comprehension difficulties.

To lecture on driving safety to applicants.

To respond to inquiries from the public and co-workers and provide correct information on requirements and procedures.

To receive taxes, fees and other monies pertaining to licensing transactions, and to maintain simple records thereof.

To issue, at the counter or over the telephone, general information concerning first license applications and examinations and to make appointments for applicants.

To provide friendly, professional, and courteous service to all customers.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of driver testing procedures; a working knowledge of Rhode Island Motor Vehicle Laws pertaining to the licensing of motor vehicle operators; the ability to deal tactfully with the public; the ability to provide friendly, professional and courteous customer service; the ability to express ideas clearly in written and oral English; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a position involving the examination and approval of applications for renewal of licenses or permits.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid driver's license at the time of appointment and continually thereafter.
2. Must, at the time of application and continually thereafter, maintain a good driving record.
3. At the time of application and annually thereafter, must successfully pass a nationwide criminal background check in accordance with applicable federal regulations. Criteria for not passing the criminal background check includes, but is not limited to, any felony conviction within the last 10 years or any conviction involving fraudulent activities.
4. Before being certified to administer CDL knowledge skill tests, must complete a formal CDL test examiner trainer course and examination that includes Introduction to CDL Licensing System, Overview of the CDL Test and Knowledge Test in accordance with applicable federal regulations.
5. Must meet the meet the qualification and training standards of FMCSA §384.228 regarding CDL examinations.

Class Revised: April 10, 2016

Editorial Review: 3/15/03