

DRIVER LICENSE EXAMINER**Nature of Work**

Under general supervision of the MVI-CDL officer, administers all tests required of applicants for West Virginia driver's licenses and processes all types of driver's license transactions including collections of fees and issuing licenses. Administers road skill tests as required. Performs related work as required.

Examples of Work

Administers all tests related to obtaining West Virginia driver's license: vision test, written test, computerized test and oral test for those with reading impairment. Conducts skills test for Class D and E licenses (chauffeurs and regular operator license) i.e., parking testing and on-the-road skills test. Issues all types of driver's licenses and ID cards; reviews documentation to ensure that information is complete and accurate; approves license for issuance. Calculates and collects fees for all types of driver's license; operates cash register. Enters driver's information into computerized photo licensing equipment; obtains finger images and signature; photographs applicants for license, permits or ID cards. Overrides the computer and makes voids. Balances cash drawer with the log of transactions at the end of each business day; prepares and makes bank deposit; transports money to and from bank; copies, fax and mails Division of Motor Vehicles reports daily. Performs inspection of applicant's vehicle for proper operation; rejects vehicles found in unsafe condition. Reviews for accuracy and legibility applications for learner's permits and transfers from out of state; compares applications to supporting documents. Checks and scores tests; validates tests; issues licenses with passing scores. Logs each applicant for written and driving test. Answers questions and provides general information about driver performance exams, testing procedures and applicable motor vehicle laws. Completes monthly transportation reports for assigned vehicle. Travels to assigned designated testing site to administer tests and issues driver's licenses. Conducts driver clinic interviews as assigned by the supervisor. Conducts voter registration. May train new employees.

DRIVER LICENSE EXAMINER (CONT'D)

Knowledge, Skills and Abilities

- Knowledge of laws and rules pertaining to motor vehicles and their operation.
- Knowledge of motor vehicle licensure law, rules and regulations.
- Knowledge of basic arithmetic.
- Skill in the use of alpha an numeric keyboard.
- Ability to interpret rules and regulations.
- Ability to instruct and inform clearly and understandably.
- Ability to deal with the public in a tactful and courteous manner.
- Ability to operate cash register and a computer used in a digitized camera system.
- Ability to perform basic arithmetical calculations.
- Ability to operate motor vehicle.
- Ability to complete one week training course at State Police Academy or at any other designated location.
- Ability to lift heavy objects.

Minimum Qualifications

- Training: Graduation from standard high school or the equivalent.
- Experience: One year of full-time or equivalent part-time paid experience in bookkeeping, cashiering or related public contact work.
- Special Requirement: (1) Possession of valid West Virginia driver's license. (2) Must be eligible for bonding. (3) Must be at least 21 years of age.

Established: 8/19/93
Revised: 5/21/98
Effective: 7/16/98