

L-540 Rev. 6/2016

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

STATEWIDE WEEKLY VACANCY REPORT

Date Down 10/07/2020

Start Date

09/28/2020

STRATEGIC PERFORMANCE MANAGEMENT

In compliar		st Virginia Co	de, Chapte	r 29, Article	6, Section 2	4, the attach	ed job vaca	ncy announ	cements
MOTOR VEHICLES									
PUBLIC TRANSIT							· · · ·		
STATE RAIL AUTHORITY									
TRANSPORTATION									
OFFICE ADMIN HEARING									
PUBLIC PORT AUTHORITY									
AERONAUTICS									
HIGHWAY DISTRICTS									
ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE	TEN
EXECUTIVE OFFICE SERVICES FINANCE CIVIL RIGHTS COMPLIANCE ENGINEERING RIGHT OF WAY INFORMATION SERVICES BUDGET OPERATIONS EQUIPMENT CONTRACT ADMINISTRATION LEGAL HUMAN RESOURCES TRAFFIC ENGINEERING COMMUNICATIONS PROGRAMMING PLANNING AUDITING MATERIALS CONTROL, SOILS AND TESTING									

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CUSTOMER SERVICE REPRESENTATIVE CLASSIFIED POSITION VACANCIES 001

LOCATION:

DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLES FAIRMONT REGIONAL OFFICE

MARION

SCHEDULE:

DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE:

1.00

DUTIES:

CSVREP - UNDER GENERAL SUPERVISION, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING, AND ISSUANCE OF DRIVER'S LICENSES,

VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. EXPLAIN FORMS, FEES, TAXES, AND OTHER CHARGES. COMMUNICATE TO CUSTOMERS KNOWLEDGE AND INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND

PROCEDURES. PERFORM CASHIER TRANSACTIONS, ADMINISTER LEARNER'S PERMIT, MOTORCYCLE,

OPERATOR'S, COMMERICAL DRIVER'S, AND VISION TESTS. TAKE PHOTOGRAPHS. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. REFERS COMPLEX, UNUSUAL, OR HOSTILE SITUATIONS TO MANAGEMENT STAFF. PERFORM RELATED DUTIES AS REQUIRED. A VALID DRIVER'S

LICENSE IS REQUIRED. ALL APPLICANTS ARE SUBJECT TO

FINGERPRINTING AND BACKGROUND INVESTIGATION.

OASIS POS# 0802P00465

REOUIREMENTS:

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.

SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR

THE REOUIRED EXPERIENCE.

SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR

BONDING.

SALARY:

PAY GRADE 007 \$21,699.96 - \$40,145.04

DEADLINE: OCTOBER 07, 2020

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:

CECIL LOYD

DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVENUE, SE

SUITE 200

CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT2100020 ON APPLICATION

DT2100021 PAGE: 1

CUSTOMER SERVICE REPRESENTATIVE CLASSIFIED POSITION VACANCIES 001

LOCATION:

DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLES

VEHICLE SERVICES

KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE:

1.00

DUTIES:

CSVREP- UNDER GENERAL SUPERVISION, ASSISTS CUSTOMERS BY TELEPHONE AND IN PERSON BY

EXPLAINING FORMS AND FEES. ENTERS DATA INTO COMPUTER TO ACCESS PRIOR INFORMATION AND UPDATE

RECORDS. HANDLES INQUIRIES AND PROVIDES

INFORMATION ABOUT LAWS, REGULATIONS, POLICIES AND

PROCEDURES IN THE IRP/IFTA (MOTOR CARRIER)

SECTIONS OF VEHICLE SERVICES. PERFORMS CASHIER FUNCTIONS AND RELATED DUTIES AS NEEDED. APPLICANTS ARE SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION.

OASIS POSITION NUMBER: 0802P00078

REQUIREMENTS:

TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL

OR THE EOUIVALENT.

EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT

PART-TIME PAID EXPERIENCE IN BOOKKEEPING, CASHIERING OR RELATED PUBLIC CONTACT WORK.

SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR

THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR

BONDING.

SALARY:

PAY GRADE 007 \$21,699.96 - \$40,145.04

DEADLINE: OCTOBER 07, 2020

DT2100021 PAGE: 2

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:

LINDA ELLIS

WVDMV DIRECTOR OF VEHICLE SERVICES

5707 MACCORKLE AVENUE, SE

SUITE 200

CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT2100021 ON APPLICATION