



DATE: SEPTEMBER 28, 2020  
DT2100020  
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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, COMMERCIAL 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

REQUIREMENTS: 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 REQUIRED 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

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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 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 REQUIRED 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:  
LINDA ELLIS  
WVDMV DIRECTOR OF VEHICLE SERVICES  
5707 MACCORKLE AVENUE, SE  
SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT2100021 ON APPLICATION