

Announcement Date: August 1, 2007

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389

Internet: www.personnel.state.al.us

DRIVER LICENSE SUPERVISOR - 60413

\$25,317.60 - \$38,515.20*

*This salary will increase by 3.5% effective September 1, 2007

Department: Public Safety

Location: Statewide

TYPE OF EXAMINATION

A **promotional** register will be established based on an evaluation of an applicant's training and experience as described on the application. This evaluation of training and experience will comprise 95% of an applicant's final score, and an average of service ratings for the last three years will comprise the remaining 5% of the final score.

QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following:

- Current permanent status as a Driver License Specialist or Driver License Examiner II
- Three years of experience administering examinations to persons applying for driver licenses or researching, compiling, reviewing, and interpreting driver license records and computer files to determine that legal requirements have been met in order to reinstate persons as licensed drivers

SPECIAL REQUIREMENTS

Qualified candidates must possess a valid driver license issued by the Alabama Department of Public Safety at the time of appointment. Qualified applicants must also possess the ability to stoop, crouch, and/or climb as required to perform job responsibilities.

NOTE

Applicants should list all supervisory experience on their applications. Applicants should also describe experience related to instructing driver license related classes, including responsibilities and the duration of the class. In addition, applicants should list all certifications held and courses taken related to driver license and/or supervision.

KIND OF WORK

Work as a Driver License Supervisor is supervisory and public contact work in the state motor vehicle driver license programs in an assigned district. Employees in this class perform first-line supervision of employees administering driver licensing examinations. Employees are responsible for the efficiency, appearance, and conduct of assigned personnel. Work includes editing and reviewing work of employees, and discussions and communication with the general public. Instructions and guidance are normally received from a uniformed arresting officer who reviews work through reports and observations.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at any local Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **August 22, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

*Veteran's credits are NOT allowed on promotional examinations.
Individuals currently on the register MUST reapply to remain eligible for employment.*

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.