

DRIVER'S LICENSE EXAMINER II**NATURE OF WORK:**

This is moderately complex driver's license examining work involved in testing and evaluating applicants for motor vehicle operator's and/or chauffeur's licenses.

Employees in this class perform the full range of moderately complex duties under general supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers the written and practical driving tests for non-standard vehicles and heavy equipment; evaluates and scores examinations in accordance with established standards, policies and procedures; issues appropriate licenses to applicants.

Responds to inquires on the Vehicle Code of Guam relating to driver's licensing and the jurisdiction and services of the Driver's Examination Branch.

Assist making recommendations to establish and/or revise work procedures to promote effective service to the general public.

Assist in standards development for driver's license examinations and the development and validation of examinations.

Explains policies and procedures relative to the driver's license examining processes to subordinates and the general public.

Maintain records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILL:

Knowledge of the Vehicle Code of Guam relating to driver's licensing.

Knowledge of the Driver's Examining Branch policies and procedures.

Ability to conduct driver's license examinations fairly and impartially.

Ability to interpret and apply the provisions of the Vehicle Code of Guam relating to driver's licensing.

Ability to communicate effectively, orally, and in writing.

Ability to maintain records and prepares reports.

Skill in operating various types of equipment used in testing applicants for used driver's licensing.

Skill in the operation of a variety of standard motor vehicles including vehicles with standard and four-speed transmission.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two (2) years of experience as a Driver's License Examiner I or equivalent work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the knowledge, abilities and skills.

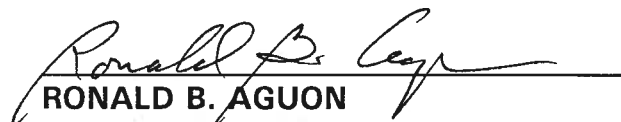
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam driver's license.

AMENDED: October, 1984

AMENDED: August, 1993

PAY GRADE: H


RONALD B. AGUON
Acting Executive Director
Civil Service Commission