

**DRIVER'S LICENSE EXAMINER III****NATURE OF WORK IN THIS CLASS:**

This is complex driver's license examining work involved in developing and administering complex driver's license examinations.

Employees in this class often serve as team or group leaders over less experienced staff.

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

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

Responses to inquiries on the Vehicle Code of Guam and explains policies and procedures relative to driver's license examining processes to the general public.

Makes recommendations to establish and/or revise work procedures to promote effective services to the general public.

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

Assists the supervisor in the enforcement of management and operational functions of the Driver's Examination Branch; coordinates and enforce the Guam Police Department and Weights and Measurers Division of Revenue and Taxation driver's licensing regulations specifically to track down on motorist operating a motor vehicle on public highways without a valid driver's license or an expired driver's license.

Coordinates with Traffic Court the revocation and suspension of driver's licenses relative to the requirements of Title 16 of the Guam Code Annotated.

Maintains records and prepare reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

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

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

Knowledge of modern office practices, procedures and equipment.

Ability to lead the work of others.

Ability to conduct driver's license examinations (written and road test) fair 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 prepare reports.

Skill in operating various types of equipment used in testing applicants for 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) Three years of experience in driver's license examiner work, including one year as a Driver's License Examiner II 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.

**ESTABLISHED:** August, 1993  
(Pursuant to P.L. 20-221)

**PAY GRADE: I**

  
**RONALD B. AGUON**  
Acting Executive Director  
Civil Service Commission