

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

This is complex driver's licensing and supervisory work.

Employees in this class supervises the activities of the Driver's Examination Branch, including interpretation of the Motor Vehicle Code, Title 16 of the Guam Code Annotated relating to driver's licensing, implementation of policies and procedures, conducting routine as well as the most complex licensing examinations, handling complaints of applicants, and improving efficiency and economy of the branch operation.

**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).

Supervises the activities of the Driver's Examination Branch.

Conducts the preparation of written examinations for operators, chauffeurs, taxi, and motorcycle licenses.

Advises applicants on inquiries with respect to the provisions and regulations within the jurisdiction of the branch.

Establishes and interprets policies and procedures relating to the daily operation of the driver's examining program.

Handles complaints received from the general public.

Develops training guidelines to maintain a standardized program; assesses effectiveness of existing program and effects required changes.

Participates in all phases of driver's license examining; administers written, oral, driving and eye tests.

Assesses the impact of new or changed legislation in the operation of the driver's examining program.

Establishes and revises office procedures to promote effective service to the general public.

Perform other related 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 supervise the activities of the Driver's License Examining Branch.

Ability to conduct driving examinations fairly and impartially.

Ability to handle complaints received from the public.

Ability to interpret, apply and enforce the Guam Vehicle Code relating to driver's licensing examination and policies and procedures of the Driver's Examining Branch.

Ability to work effectively with the public and employees.

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 license.

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

**MINIMUM EXPERIENCE AND TRAINING:**

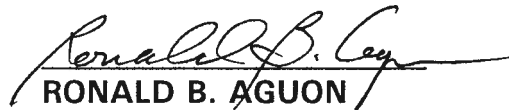
- a) Five years of experience in driver's license examiner work, including one year as a Driver's License Examiner III and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid Guam driver's license.

**AMENDED:** August, 1993

**PAY GRADE:** J

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