



Exciting Career Opportunities at the Vermont Department of Motor Vehicles!!

Do you enjoy interacting with people and want a fulfilling career in the Motor Vehicle Industry? Look no further... The CDL specialist supports CDL drivers across the state. Answer questions, learn the regulations, serve the public who keep Vermont moving! Excellent Customer Service skills with a focus on trucking - an opportunity to face a new challenge. Consider a career as a **CDL Customer Service Specialist**.

Department of Motor Vehicles' Mission Statement:

With a commitment to excellence, the dedicated employees of DMV strive to provide the highest level of customer service, through the administration of motor vehicle laws and the promotion of highway safety.

Department of Motor Vehicles' Core Values:

Integrity, Accountability, Professionalism and Accuracy / Quality of Information

Benefits

- Health & Dental Insurance
- 2+ weeks vacation*
- 2+ weeks sick leave*
- 40 hours Personal Leave Incentive
- 11 State & Federal Holidays
- Life Insurance
- Tax Deferred Flexible Spending Account
- 457(b) Deferred Compensation Plan
- Pension
- Union Membership
- Tuition Reimbursement
- Employee Assistance Program

*Increases to 3 weeks (each) after 5 years of service and grows from there!

*Un-used leave carries over into the next year!

The Package: Real Advancement & Benefits that No One Can Top!

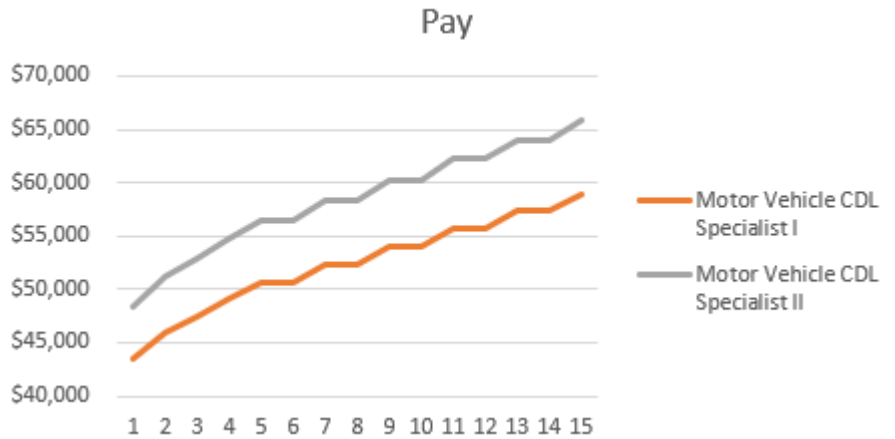
Starting Pay Range

Motor Vehicle CDL Specialist I and II

\$43K— \$48K Annual Salary

Raises

You are eligible for a step increase (raise) after first 6 months of employment, with subsequent steps at time intervals defined in the contract.



Ready to get Started?

Head over to the State of Vermont Career site:

careers.vermont.gov. Use the keyword search box to locate positions matching the text "Motor Vehicle CDL specialist" or use this QR Code!

Not sure you're a perfect fit?

Apply anyway! We value teaching and learning and there's plenty of room to grow.

Want to know more?

Contact hiredmv@vermont.gov



The Department of Motor Vehicles Experience

203,000+

Credentials Issued

167,000+

Customers Serviced In-Person

1,000,000+

Transactions Processed
Per Year

Are you wondering if you qualify?...

Below is a brief summary illustration of how to qualify for each level.

Motor Vehicle CDL Specialist

Motor Vehicle
CDL Specialist I
PG 19

Motor Vehicle
CDL Specialist II
PG 21

Option 1

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|--|
| EDUCATION |
| High School Diploma or Equivalent |
| EXPERIENCE |
| 2 years administrative work experience including significant public contact and regular use of computer programs |

Option 2

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|---|
| EDUCATION |
| 1 Year Vocational/ Technical Program in Business or Customer Service Occupations or related area |
| EXPERIENCE |
| 1 year administrative work experience including significant public contact and regular use of computer programs |

Option 3

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| EDUCATION |
| High School Diploma or Equivalent |
| EXPERIENCE |
| Six (6) or more months of work experience in the VT Dept. of Motor Vehicles in licensing meeting proficiency standards set by the department |

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| EDUCATION |
| High School Diploma or Equivalent |
| EXPERIENCE |
| 1 year as Motor Vehicle CDL Specialist I |

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|---|
| EDUCATION |
| High School Diploma or Equivalent |
| EXPERIENCE |
| 2 years as Motor Vehicle Direct Client Service Specialist III |

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| EDUCATION |
| High School Diploma or Equivalent |
| EXPERIENCE |
| 2 years or more as commercial licensing for another state department of motor vehicles |

Special Requirement:

An applicant must agree to be finger-printed and pass a background investigation to be eligible for this position. The background investigation may include criminal, financial and traffic records checks.

FOR MORE INFORMATION:

- ◆ <https://dmv.vermont.gov/careers>
- ◆ For more information about all the exciting opportunities the Vermont Agency of Transportation has to offer check out: careers.vermont.gov