

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... This is an exciting opportunity to support Vermonters! If you love working independently helping customers directly in a fast paced environment with frequent use of computer programs with an eye for detail, then the **Direct Client Service Specialist** position is for you! This is a fast paced environment processing licenses or registrations for customers in person and on the phone.

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!

Locations

- South Burlington
- Bennington
- Springfield
- Montpelier
- Rutland
- Newport

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

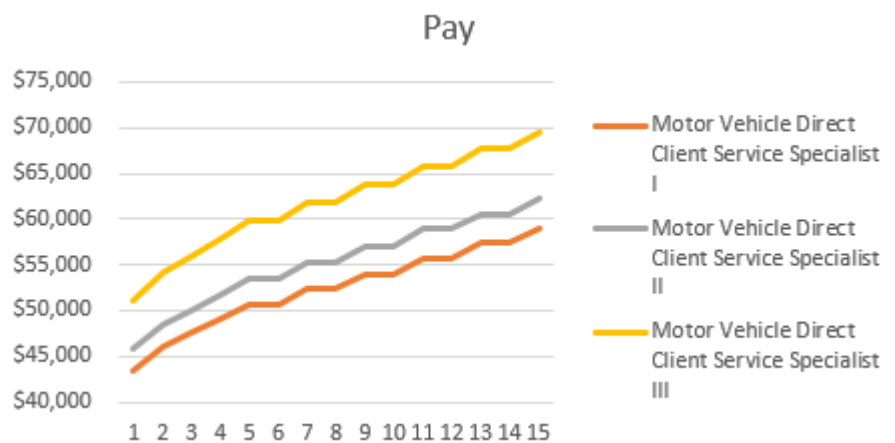
Starting Pay Range

Motor Vehicle Direct Client Service Specialist I, II, III

\$43K— \$51K 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 Direct Client Service 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



8.11.2023 DCS Loc

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 Direct Client Specialist

Motor Vehicle Direct Client
Service Specialist I
PG 19

Option 1

EXPERIENCE

2+ years in retail, hospitality or government that included significant public contact and regular use of computer programs.

Option 2

EXPERIENCE

4+ months at Vermont DMV in licensing or registration meeting proficiency standards set by the Department. Plus a minimum of 2 additional job duties set by the Department.

Motor Vehicle Direct Client
Service Specialist II
PG 20

EXPERIENCE

4+ months at Vermont DMV in BOTH licensing and registration meeting proficiency standards set by the Department. Plus a minimum of 5 additional job duties set by the Department.

Motor Vehicle Direct Client
Service Specialist III
PG 22

EXPERIENCE

4+ months at Vermont DMV in BOTH licensing and registration meeting proficiency standards set by the Department. Plus a minimum of 6 additional job duties set by the Department.

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