STATE OF NEW JERSEY

VACANCY ANNOUNCEMENT

Open to: GENERAL PUBLIC

POSTING #: 2022-74
ISSUE DATE: 07/14/2022
CLOSING DATE: 07/28/2022

TITLE: Compliance Officer Apprentice
MVC
RANGE/TITLE CODE: I19/56516
SALARY: $52,080.21 - $73,534.05

UNIT: MV05 – Inspection Services
LOCATION: Enhanced IM South - Winslow
WORKWEEK: 40
# VACANCIES: 1

GENERAL DESCRIPTION:

Under close supervision and mentoring in a two-year training program, receives formal and on-the-job training to learn how to conduct overt (scheduled) audits of Motor Vehicle field operations incorporating agencies and inspection stations (including Driver Testing operations); learns to conduct overt investigations on rules, regulations, and procedures pertinent to private inspection facilities, centralized inspection facilities, mobile inspections, motor vehicle agencies, school bus operators and other related businesses licensed/regulated by the Motor Vehicle Commission; learns to perform the more repetitive audits/investigations in a developing capacity; does related work as required.

REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

EXPERIENCE: Two (2) years of experience in a public or private organization in the testing or inspection of motor vehicles for safety; repairing motor vehicles; administering examinations designed to evaluate an individual’s qualification for a driver’s license; verifying or providing information to the public; conducting investigations, audits, and/or inspections to ensure compliance with laws concerning the operation, maintenance, and/or inspection of motor vehicles; reviewing/analyzing driver records; processing, evaluating and/or adjusting damage claims or other insurance claims and adjustment work or providing administrative, clerical and technical support work.

NOTE: An Associate’s degree may be substituted for two (2) years of the above experience.

NOTE: Appointees will undergo and must successfully complete Mechanics Education Training (MEA) in all of the following areas; Diesel Emissions Inspections, Enhanced Emissions Inspections, On Board Diagnostic (OBDII), Document Fraud, and Digitized Drivers License systems training.

OPEN TO THE FOLLOWING: General Public

Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in their entirety will be considered for employment. Applications can be found at: https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf

FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts, and personal relationship disclosure statement (attached) including the posting number on the subject line and your telephone number by 5:00 p.m. on the closing date. If review of your resume indicates that you copied from the job specification, your resume will not be considered for this notice of vacancy. Send to:

MAIL:
New Jersey Motor Vehicle Commission
Attn: HR Recruiter
225 East State Street
P.O. Box: 050
Trenton, NJ 08666

ELECTRONIC FILING:
mvchrrecruiter@mvc.nj.gov

INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.

JOB POSTING AUTHORIZED BY: Dana Foraker, Director of Human Resources

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act”, all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- The New Jersey Motor Vehicle Commission is an Equal Opportunity Employer
MOTOR VEHICLE COMMISSION
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy
Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all
relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any
authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual
personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner 1 or the individual or spouse’s/domestic
partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent,
grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister,
whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by
blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual
relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial
interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be
promptly reported directly to the Division of Human Resources (“HR”) - Director's Office. Confidentiality shall be
maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal
Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving
notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the
Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of
the employees involved. Failure to provide notification to HR may result in discipline up to and including termination
and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a
connection with a personal relationship. Employees are under a continuing obligation to promptly report personal
relationships that develop during the course of their employment.

_____ I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for
the Motor Vehicle Commission.

_____ I DO have a relative or a consensual personal relationship, as defined above, with anyone working for the
Motor Vehicle Commission identified as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Division and Work Location</th>
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Additional Space Needed for Disclosure  ____ YES  ____ NO   If YES, write disclosure on back of this form.

I certify that the information on this form to the best of my knowledge and belief is true, complete and
accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of
a material fact, may be just cause for disciplinary action up to and including termination. I understand my
obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) __________________________
Applicant/Employee's Signature ___________________________  Date: ________________


1 Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.