



FloridaRoadTesting.com

JOB TITLE	Driver's License Road Test Examiner
LOCATION	Jacksonville, FL & Tampa, FL
JOB TYPE	Part-time
SALARY TYPE	Hourly \$19-\$24 per hour +
SHIFT	Evenings, Saturdays, Days

POSITION SUMMARY

A Road Test Examiner administers routine Florida Department of Highway Safety and Motor Vehicles (FLDHSMV) driver's license automobile skills tests to driver's license applicants of 16 years old or older, pre-test evaluation of applicant's vehicle functionality for Skills Test, and the collection and processing of applicant/automobile identification to administer testing according to FLDHSMV rules and regulations.

PRIMARY RESPONSIBILITIES

- ◆ Become endorsed as skills test examiner by attending training administered by FLDHSMV (employment predicated by State endorsement)
- ◆ Proficient or ability to be trained to use a tablet device, its programs, and skills test data upload.
- ◆ Ensure that skills tests are conducted strictly in accordance with the specifications and procedures prescribed by the Department and in accordance with applicable provisions of Rule 15A-1.015, Florida Administrative Code.
- ◆ Person of high moral character that will take no bribes, gifts, favors from clients or solicit clients for any purpose other than skills tests.
- ◆ Maintain confidentiality of client personal information.
- ◆ Have no history of criminal conviction of offenses involving moral turpitude or have committed any offense involving moral turpitude, or bearing on his or her ability to fill a position of trust as a driver license road test examiner.
- ◆ Have had no driver license disqualifications, suspensions, revocations, or court or Department ordered driver improvement actions, excluding suspensions for financial responsibility compliance within the last three (3) years. Maintain clean driving/legal record, abstain from misuse of alcohol and drugs.
- ◆ Available to work evening, Saturday, or day shifts of 3-4 hours. Be able to work in a team environment.

POSITION QUALIFICATIONS

- ◆ At least 21 years of age, high school diploma or GED required,
- ◆ Face-to-face service experience required,
- ◆ Understanding of the Florida Driver's Licensure process,
- ◆ Hold a valid current driver's license in good standing for at least 5 years,
- ◆ Pass a background check,
- ◆ Demonstrated computer skills,
- ◆ 5 years of sales/customer service/law enforcement/education or related field,
- ◆ Previous road testing experience a plus,
- ◆ Multi-lingual abilities a plus,
- ◆ Have reliable transportation to attend work.

COMPENSATION

- ◆ \$8-10 per skills test administered, paid bi-weekly, expected pay range
- ◆ \$19-24/hour (based on full hourly schedule)

For a complete job description and application, please contact Executive Director Todd Sytsma at todd@floridaroadtesting.com.

FOR MORE INFORMATION CONTACT

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Todd Sytsma

Florida Road Testing Inc.

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