

When can I apply for a position?

Applications are only accepted when recruitments are posted. Most recruitments are posted in advance to obtain a list of eligible candidates to fill future vacancies. Therefore, a list of eligible candidates may already be available when a vacancy occurs.

How do I apply for a position?

Submit a DTS-I (TSHRS application form) by the recruitment closing date through the online system or by postal mail. Applicants are encouraged to apply online at:

<http://jobs.mdot.state.md.us>

Our user-friendly online service walks you through the steps to setting up a profile, making applying for positions as quick as the click of a mouse!

What happens to my application after I submit it?

All received applications are reviewed to ensure that the applicant meets the minimum qualifications for the position. If minimum qualifications are met, the applicant is scheduled for the employment examination for that particular job classification. Once all applicants have completed the exam and scores are computed, applicants are ranked in score order and placed on a "List of Eligibles."

What is a List of Eligibles?

A list of applicants whose eligibility for employment in a specific classification have been certified as candidates by the MVA Recruitment and Selection Unit or MDOT Human Resources Office.

Is an examination required for all positions?

An examination is required for most positions. Applicants are placed in categories (Best Qualified, Well Qualified, and Qualified) based on their examination score. Interview notifications are sent out based on the candidate's final score.

How do I get an interview?

The List of Eligibles is used to send interview notices when job openings occur. Candidates with the highest scores are contacted first. Your test score and placement on the list, in conjunction with how many other candidates are on the list, are both important factors in the selection process.

What types of benefits does MVA offer?

MVA offers a wide variety of medical and retirement benefits. For benefits offered by the State of MD, please visit: <http://dbm.maryland.gov/benefits/Pages/HBHome.aspx>

The MVA Human Resources Recruitment and Selection Unit is staffed with trained professionals who are happy to assist you in your employment needs.



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Human Resources Division
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Glen Burnie, MD 21062



Phone: 410-787-7719
Fax: 410-768-7168
Website:
<https://jobs.mdot.state.md.us>

Motor Vehicle Administration

➤➤ Employment Opportunities



Uniting Talent with Opportunity

410-787-7719

Employment Opportunities

At the MVA, the Recruitment and Selection Unit in the Human Resources Division is responsible for recruiting MVA-specific career service positions statewide and reviewing employment applications. A wide range of opportunities are offered. Customer Agents, Driver License Agents, Administrative Assistants, Accountants, IT Professionals and Branch Managers are just some of the positions available within the MVA. Most positions are Career Service.

Applicants are encouraged to continually check for open recruitments. MVA proactively recruits for career service positions in order to establish a pool of qualified candidates in advance of a vacancy. This allows hiring managers the ability to quickly fill positions as soon as a vacancy occurs. Recruitment announcements are advertised and posted using multiple resources, including the MDDOT website, local newspapers and at the MVA headquarters in the Human Resources office.



Helpful Application Tips

⇒ **Tailor Your Application to the Specific Job**—Focus on your work experience that is relevant to the job for which you are applying. Provide related education, training and experience you have from all sources, including previous jobs, schools, organizations, or volunteer

work.

- ⇒ **Provide Detailed Work Duties**— Use specific examples of your duties and accomplishments. Don't use generic phrases such as "provided customer service." Instead, you might use "advised customers on policies and procedures; processed customer orders, and managed correspondence."
- ⇒ **Don't Leave Anything Blank**— Complete the entire application. Include job titles, dates of employment (month and year), hours worked per week, employment addresses, and supervisor's name. Write "Not Applicable" for questions that do not apply to you.
- ⇒ **Review Your Application Before Submitting It**—Proofread for grammar, spelling and punctuation errors. Remember, your application is the first impression we have of you.

The recruitment process involves gathering information about jobs and people, then matching the two.



FAQ's

What type of positions are available at the MVA?

Career Service—This position is filled by a competitive selection process. Career Service positions are entitled to the full range of Leaves and State benefits.

State Temporary (TE) - This position does not exceed twelve (12) months. TE positions do not receive Leaves or other State benefits.

Contractual—This position is specified in a personal service contract. Contractual positions do not receive Leaves or other State benefits.

Executive Service—This position serves at the pleasure of the Appointing Authority. Executive Service positions are entitled to the full range of Leaves and State benefits.