About Us
Who We Are:
Our mission is to save lives, reduce injuries and economic loss, administer Ohio’s motor vehicle laws and preserve the safety and wellbeing of all citizens.

What You’ll Do
Ohio Department of Public Safety - Bureau of Motor Vehicles


Work Days and Hours would vary between: Tuesday - Friday 8:00 am - 5:00 pm, Saturday 8:00 am - 2:30 pm based on student schedule. This position does work on Saturdays.

- This position is for year-round - up to 20 hours a week/or less
- Major/field of study should be in Business (i.e., Communications, Business, Marketing, Psychology, Sociology, etc.) or Criminal Justice

- Conducts written & oral test to determine applicants’ knowledge of laws & signs.
- Conducts eye tests to determine visual acuity.
- Grades tests to determine applicants scores.
- Responds to inquiries concerning the examination process.
- Makes driving test appointments, either by phone, computer or by personal appearance at the facility.
- Prepares required forms, processes applications for licenses, maintains files & orders needed supplies.
- Helps to maintain the cleanliness of the facility.
- Performs other related duties as required.

What’s in it for you
Our benefits package includes:
Ohio Public Employees Retirement System
- OPERS is the retirement system for State of Ohio employees. The employee contributes 10% of
their salary towards their retirement. The employer contributes an amount equal to 14% of the employee’s salary. Visit the OPERS website for more information.

**Deferred Compensation**
- The Ohio Deferred Compensation program is a 457(b) voluntary retirement savings plan. Visit the Ohio Deferred Compensation website for more information.

Ohio is a Disability Inclusion State and strives to be a Model Employer of Individuals with disabilities. The State of Ohio is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws.

**Qualifications**
Must be currently enrolled in an accredited college/university.

**Employment Requirements** (all must be verified upon hire)
To be eligible for an internship opportunity at the Ohio Department of Public Safety, an applicant must:

- Be currently enrolled in an accredited college or university, as verified via official or unofficial transcript or letter on letterhead from the Registrar's office confirming enrollment
- Be in good standing with the college/university
- Have a minimum grade point average of 2.0
- Be enrolled in at least one course
- Be pursuing a degree or finishing a degree

**Supplemental Information**
- Rate of pay is based upon student's academic status
- This position is for year around - up to 20 hours a week/or less

**Background Check Information**
- A background check including BCI & FBI fingerprint check will be required on all selected applicants

**Please apply for the position online by going to:**

https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=220008RH&tz=GMT-04%3A00&tzname=America%2FNew_York

**Agency Contact Name:** T. Ellis  
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