

Kane County

Job Description



Job Title: Motor Vehicle Clerk I	Job Code: 333
Division: DMV/Personal Property	Effective Date: 12/01/10
Department: Assessor	Last Revised: 12/01/10

GENERAL PURPOSE

Performs a variety of **entry level complex clerical** duties as needed to expedite daily responsibilities related motor vehicle licensing. Assists to ensure the accuracy of monetary transactions in the Motor Vehicle Division.

SUPERVISION RECEIVED

Works under the close supervision of the Motor Vehicle Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Receives on-the-job training in the technical duties related to motor vehicle transactions including; vehicle registration, renewals, plate and title for all types of vehicles, boats, trailers, RV's, snowmobiles and ATV's; assist in locating and registering boats not currently registered in Utah which require investigation and records check.

Performs ongoing over-the-counter customer service; assist customers via telephone and correspondence with information regarding all aspects of motor vehicle registration; conducts motor vehicle transactions, including vehicle registration renewals, plate and title for all types of vehicles, boats, trailers, RV's, snowmobiles and ATV's in accordance to state law; completes all transactions according to established legal requirements.

Assists with titling functions to assure accuracy and legal compliance; reviews documentation provided by dealers and financial agencies to determine completeness and accuracy; as needed assists in the entry of related data into the state records system.

Conducts official departmental business with citizens: assists citizens in the completion of applications for motor vehicle registrations; proofreads applications, forms and documents to verify that all necessary signatures are present and that all information is accurate and complete; computes and collects appropriate fees; validates corresponding documents; prepares and issues receipts, documents, and licenses; compiles and dispenses specific information to the public and explains and interprets departmental rules, regulations, and procedures to the public.

Assists public with the vehicle registration process related to new and used vehicles as needed to obtain license plates; follows established procedures related to special types or registrations, their application and restrictions. (i.e., emissions, handicap authorizations, etc.).

Originates and prepares documents to affix manufactured homes to real property; issue all temporary permits enabling a vehicle to be moved legally.

Processes documents by dating, indexing, posting, and providing official numbers; sorts and files documents and reports for the department.

Performs data entry using various applications required to complete a motor vehicle transaction on systems; runs reports and submits to the state as required.

Performs daily routines related to cash accounting and balancing of all vehicle licensing transactions, property tax and fee-in-lieu collections; assumes full responsibility for assigned cash drawer; performs revenues and balancing functions; monitors and conducts balancing processes to verify accuracy of deposit amounts; assists to process collections and prepare deposits.

Responsible to release impounded vehicles; renders investigative assistance to law enforcement agencies for all records of a vehicle in connection with theft, seizure, registration, taxes and legal ownership; completes detailed paperwork as required.

Answers phones and assists the public; receives and/or gives messages or directs public to appropriate official or employee; operates communications equipment; compiles and assists in the maintenance of inventory of office supplies and orders additional supplies.

Maintain awareness of all new and updated policies, procedures, laws, rules and tax publications that affect the motor vehicle department.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus;

AND

B. No experience necessary;

OR

C. An equivalent combination of Education and Experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of current bookkeeping and accounting methods; interpersonal communication skills; public relations; standard office procedures and policies.

Some skill in the operation of personal computer.

Ability to develop effective working relationships with the general public and co-workers; perform basic mathematical computations; communicate effectively, verbally and in writing; read and interpret Utah laws affecting total operations of Motor Vehicle Division; operate standard office equipment (i.e., computer, calculator, typewriter, and photo copy machine); ability to develop and maintain effective working relationship with fellow employees and the public.

3. Special Qualifications:

Must be able to type and operate ten-key adding machine. Must possess a valid Utah Driver's license. Must attend specialized training sessions made available by the Department of Motor Vehicles.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but does involve walking, standing, stooping, sitting, lifting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)