

MOTOR VEHICLE LICENSE CLERK

JOB CODE: 6024
DEPARTMENT: Tioga County Clerk's Office
CLASSIFICATION: Competitive
SALARY: CSEA - Grade IV
ADOPTED: Reso. 349-19; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility of reviewing and processing a wide variety of transactions related to the licensure of drivers of motor vehicles and the registration of such vehicles. Responsibilities include the review of license and registration applications and supporting documents; the determination of eligibility for driver's licenses and vehicle registrations; the processing of license and registration documents either manually or through the use of a computer terminal; and the computation and collection of associated fees. The work involves extensive interaction with the public in person and on the telephone, and is performed in accordance with state regulations and departmental policies. The work is performed under the direct supervision of the Motor Vehicle Bureau Supervisor with some latitude given for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews applications for learner's permits, licenses and registrations and checks supporting documents such as proof of identity; proof of ownership, insurance coverage, vehicle inspection, sales tax, etc., for adequacy and completeness;
- Processes transactions both manually and using computer software;
- Conducts vision, road sign and written tests;
- Receives, counts and stores license plates, tabs, forms and other supplies;
- Assists applicants in the proper completion of forms and answers routine questions and requests for information in person and on the telephone;
- Operates a variety of office machines including computer, copier, calculator and eye examination equipment;
- Computes, receives and accounts for license and registration fees;
- May reconcile transactions and money received, and assists in the compilation of receipts, expenditures and reports for submission to the State Department of Motor Vehicles;
- May perform general clerical tasks involved with maintaining and preparing various records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of laws, procedures and equipment related to a Motor Vehicle Bureau; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to make arithmetic calculations rapidly and accurately; ability to work cooperatively with staff and to deal effectively with the public; ability to clearly explain routine procedures and requirements; ability to work with large sums of money; ability to perform data entry at an acceptable rate of speed; integrity; tact and courtesy; mental alertness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and** one (1) year of full-time customer service work experience (or it's part-time equivalence) which involved the handling of money.

Special Note: Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced drivers license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law) to comply with the following criteria: **1)** must be a United States citizen, and **2)** has undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.