

Jurisdictional Class: Competitive
Adopted: March 14, 2001
Revised: August 19, 2011

SENIOR MOTOR VEHICLE LICENSE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for supervising a group of workers in determining eligibility for drivers licenses and vehicle registrations through a review of the applications and a variety of supporting documents and independently performing the more difficult and responsible phases of such work. The incumbent is also required to collect fees and sales tax on casual sales and to insure that proper supporting documents are surrendered by registrants. The position acts as Deputy County Clerk and is authorized to act generally for and in place of the County Clerk for the Motor Vehicle Division of the office and, as such, has responsibility for overseeing the delivery of services and proper processing of official documents and papers. As Deputy County Clerk, duties also include responsibility for developing and recommending adoption of internal policies and procedures to provide and maintain the efficient operation of the Motor Vehicle Division. The incumbent is also required to act for the County Clerk during his/her absence. The work is performed under general supervision of the County Clerk and in accordance with specific laws, office policies, and procedures applicable to the County Clerk's Office with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of Motor Vehicle License Clerks and other clerical subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Acts as Deputy County Clerk for the Motor Vehicle Division of the County Clerk's Office, overseeing the delivery of services and proper processing of official documents and papers;
- Develops and recommends adoption of internal policies and procedures to provide and maintain the efficient operation of the Motor Vehicle Division;
- Acts for the County Clerk during his/her absence;
- Supervises and schedules the Motor Vehicle License Clerks;
- Has discretionary authority to make decisions on out-of-the ordinary or difficult technical problems in accordance with the New York State Department of Motor Vehicles Manuals;
- Completes performance evaluations of staff and reviews agency activities and programs;
- Reviews, verifies, and processes applications for all types of licenses, permits, registrations, and non-driver IDs;
- Checks supporting documents such as proof of ownership, insurance coverage, proofs of identity, vehicle inspection, existing registrations, bill of sales, etc. for adequacy and completeness of information required;
- Verifies financial security records for customers who have possible insurance lapses for their vehicles and advises what needs to be done to rectify the problem;
- Computes, receives, and accounts for licenses, registration fees, sales tax, and plate surrender fees;
- May conduct vision, road sign, and written tests;
- Schedules road tests by computer input for customers;
- Handles enforcement transactions relating to the department and advises customers as to what is needed to get their driving privileges back;
- Receives, counts, and stores license plates, tabs, forms, and other supplies and enters information into the computer system;
- Assists in the compilation of receipts, expenditures, and reports for submission to the State Motor Vehicle Department;
- Assists applicants in the proper completion of forms and answers routine requests for information;

Senior Motor Vehicle License Clerk

May be required to type minor records and reports for which skilled typing is not necessary;
May perform other duties in the County Clerk's Office as needed;
Operates a telecommunications terminal linked to the State Department of Motor Vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of and familiarity with pertinent sections of the Motor Vehicle and Traffic Law as they relate to the issuance of motor vehicle licenses and registrations;
Good knowledge of office terminology, procedures, and equipment;
Working knowledge of business arithmetic and English;
Ability to operate a computer;
Ability to supervise the work of others;
Ability to understand and follow oral and written instructions;
Ability to deal effectively with the public;
Ability to write legibly;
Clerical aptitude;
Sound judgment in solving moderately complex clerical problems.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of clerical experience involving the issuance of motor vehicle licenses and registrations.