

Jurisdictional Class: Competitive; Non-Competitive when Part Time in County
Adopted: December 22, 1987
Revised: May 28, 2010

MOTOR VEHICLE LICENSE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for determining eligibility for driver licenses and vehicle registration through a review of the applications and a variety of supporting documents. For driver licenses, a check must be made of the application itself for accuracy and completeness of information, proof of age, conviction record of mental or physical illness, and any other supporting documents that may be required. For registrations, a check must be made of the application itself for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate if required, and other supporting documents. The incumbent may perform moderately difficult and related clerical work requiring a general understanding of specific office rules, procedures, and policies applicable to the County Clerk's office. The incumbent is also required to collect sales tax on casual sales and to insure that proper supporting documents are surrendered by registrants. The work is performed under general supervision with leeway allowed in the exercise of independent judgment. Questions of unusual nature are referred to the supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and processes applications for all types of licenses and registrations;
Checks supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc. for adequacy and completeness of information required;
Computes, receives, and accounts for licenses, registration fees, sales tax, and plate surrender fees;
May conduct vision, road sign, and written tests;
Receives, counts, and stores license plates, tabs, forms, and other supplies;
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;
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:

Ability to readily acquire 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;
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 deal effectively with the public;
Ability to write legibly;
Clerical aptitude.

Motor Vehicle License Clerk

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) One (1) year of clerical experience involving the issuance of motor vehicle licenses and registrations; or
- (b) Two (2) years of general clerical experience; or
- (c) An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

NOTE: Secretarial training beyond high school may be substituted for general clerical experience as outlined in (b) on a year-for-year basis.