

Jurisdictional Class: Competitive  
Adopted: December 3, 2019  
Revised: March 5, 2020

**MOTOR VEHICLE LICENSE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for planning, scheduling, and directly supervising Motor Vehicle License Clerks and lower level clerical personnel. Incumbent must determine eligibility for driver licenses and vehicle registration through a review of the applications, accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection and a variety of other supporting documents. The incumbent performs and reviews difficult and related clerical work requiring an understanding of specific office rules, procedures, and policies. 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 of the Senior Motor Vehicle License Clerk with leeway allowed in the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of Motor Vehicle License Clerks and lower level clerical personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Supervises, plans, and assists with scheduling the Motor Vehicle License Clerks and lower level clerical personnel;
- Reviews work, interviews, trains and directly oversees employees in the issuance of a variety of motor vehicle transactions;
- Assists in performance evaluations of staff;
- Checks, reviews, and assists staff and customers with determining required supporting documents, and answers questions for information such as proof of ownership, insurance coverage, vehicle inspection, etc.;
- Assists staff with providing good customer service and assists staff members in maintaining good departmental working relationships;
- Reviews and recommends to the Senior Motor Vehicle License Clerk internal policies and procedures to maintain the efficient operation of the Motor Vehicle Division;
- Computes, receives, and accounts for licenses, registration fees, sales tax, and plate surrender fees;
- Reviews, verifies, and processes applications for all types of licenses, permits, registration, and non-driver IDs and registrations;
- May conduct vision, road sign, and written tests;
- May audit monies collected and documents distributed;
- Receives, counts, and stores license plates, tabs, forms, and other supplies;
- Assists with verification of financial security records for customers who have possible insurance lapses in addition, advises what is needed to rectify the problem;
- Assists in the compilation of receipts, expenditures, and reports for submission to the State Motor Vehicle Department;
- 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;
- Fills in, as needed in the absence of staff members;
- Operates a telecommunications terminal linked to the State Department of Motor Vehicles.

## Motor Vehicle License Clerk Specialist

### **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;

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 operate a computer;

Ability to gain the cooperation of others;

Ability to plan and supervise the work of others;

Ability to write legibly;

Ability to prepare reports;

Sound judgment in solving difficult problems;

Clerical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience involving the issuance of motor vehicle licenses and registrations.