

## ASSISTANT MOTOR VEHICLE BUREAU SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Motor Vehicle Bureau Supervisor in supervising the activities of the Motor Vehicle Bureau. May assume responsibility for the Motor Vehicle Bureau in the absence of the Motor Vehicle Bureau Supervisor. The work is performed under the general supervision of the Motor Vehicle Bureau Supervisor with leeway allowed for the exercise of independent judgment in performing tasks under established guidelines and in accordance with rules and procedures established by the New York State Department of Motor Vehicles. Direct supervision is exercised over the work of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and participates in the daily activities of the Bureau including but not limited to conducting vision and written tests, issuance of drivers licenses, vehicle registrations, licenses plates, etc.; Assists in instructing new employees in the issuance of a variety of automobile and other types of motor vehicle licenses and other Bureau activities; Supervises the collection, recording and depositing of monies; Prepares reports in regard to Bureau activities as directed; Inventories and orders Motor Vehicle supplies; Provides information regarding licensing and registration to the public; Reconciles bank statements; Conducts random cash audits of agency staff; Acts as Motor Vehicle Bureau Supervisor in his or her absence.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the laws, procedures and equipment involved in the activities of the Motor Vehicle Bureau; good knowledge of business arithmetic and English; ability to supervise the work of others; ability to follow complex written and verbal directions; Ability to prepare reports; Ability to secure the cooperation of others; good judgment; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (1) Graduation from high school or possession of a high school equivalency diploma; and (2) two years of clerical experience, one year of which must have involved the issuance of licenses, permits or similar work.

Adopted 1/31/90

Reviewed 10/7/98

Reviewed 5/31/01, 12/22/04