

## MOTOR VEHICLE LICENSE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising a small satellite Motor Vehicle Office of the County Clerk, and for participating in all activities required to operate such an office. The work is performed under the general direction of the County Clerk and the general supervision of the Motor Vehicle Bureau Supervisor in accordance with the rules and procedures established by the New York State Department of Motor Vehicles. Supervision may be exercised over clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, assigns and supervises the work of the satellite office; Prepares a variety of records and reports of Motor Vehicle Office activities; Reviews 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 required information; Processes license and registration documents by operating a visual display, computer terminal or other alphanumeric keyboard data transcription machine. Activities performed to accomplish this are similar to those performed by a Data Entry Machine Operator; Computes fees, collects payments, makes change, records monies collected; Collects sales tax and issues receipts; Issues car registrations, plates, driver's license, driver's permits, etc.; Makes daily bank deposits; Reconciles bank statements; Orders, receives and checks supplies required to maintain office operations; Conducts correspondence and provides information regarding licensing and registration; Maintains office security and accounts for all security items, i.e., blank license forms, etc. Follow the Federal Driver's Privacy Act: Protection of Department Records, and Maintain Confidentiality of Department Records.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of procedures relating to the issuance of driver's licenses and vehicle registrations; good knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; good knowledge of arithmetic and English; ability to plan and supervise the operation of a small office; ability to follow complex verbal and written directions; ability to get along well with others and to deal effectively with the public; tact and courtesy; initiative; integrity; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (1) Graduation from high school or possession of an equivalency diploma, and (2) two years of general clerical or account keeping experience.

NOTE: Education in business management or similar field, above the high school level, may be substituted for the experience requirements on a year for year basis.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

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 driver's 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.

Reviewed 10/7/98

Revised 5/22/15; 4/17/17; 5/24/19