

Department: Motor Vehicle
Classification: Competitive
Grade: 9

SPEC DISK F2
DOCUMENT 05

ASSISTANT MOTOR VEHICLE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the planning and supervision of the work of a Motor Vehicle Bureau. The incumbent acts for and in place of the Supervisor in her absence. Work is performed under the direct supervision of the Motor Vehicle Supervisor with some leeway for the use of independent judgment in carrying out the work of the office. Supervision is exercised over the work of a small number of clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assumes responsibility for bureau operations in the absence of the Supervisor;
Assigns work, reviews and records work done and instructs new employees in the issuance of a variety of automobile and other types of motor vehicle licenses;
Maintains application files and schedules road tests;
Operates a remote teleprocessing terminal to transmit and request information from central computer;
Receives money for motor vehicle license plates and supervises the maintenance of financial accounts; Makes necessary reports in regard to motor vehicle activities;
Orders, receives and checks motor vehicle license plates;
Computes, collects and reports sales tax on sales of motor vehicles;
Conducts correspondence on bureau activities as assigned;
Provides information regarding licensing and registration;
Supervises vision, written and oral tests.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the law, procedures and equipment involved in the activities of the Motor Vehicle Bureau; good knowledge of business arithmetic and English; ability to plan, lay out and supervise the work of clerical staff; ability to follow complex directions and to prepare correspondence and reports; ability to secure the cooperation of others; sound judgment; initiative; integrity; physical condition commensurate either the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION:

Three years of permanent competitive status in the position of Motor Vehicle License Clerk, or Account Clerk/Typist working in the Motor Vehicle Department.

