

Department: Motor Vehicle

Classification: Competitive

Grade:

SPEC DISK FC

DOCUMENT 26

MOTOR VEHICLE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves important administrative responsibility for supervision and oversight of the County Motor Vehicle Department. Departmental responsibility includes approval and processing of motor vehicle licensing, registration and enforcement activities conducted through the County Motor Vehicle Department. The incumbent will supervise all Department of Motor Vehicle staff who perform a variety of different motor vehicle functions. Work is performed under the general direction of the County Clerk in accordance with prescribed policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates all activities in the Motor Vehicle Department;

Trains, directs and supervises lower level employees assigned to the Department;

Provides direction and guidance to lower level employees;

Determines type or cause of malfunction or rejection response from electronic data processing equipment and takes appropriate action;

May request additional data from applicants if central computer rejects a transaction;

Oversees the collection, recording and depositing of monies;

Conducts correspondence and prepares periodic reports;

Provides information to the public on all phases of Motor Vehicle statutory, regulatory or procedural requirements;

Provides information and assistance orally and in writing to insurance companies, law enforcement officials, attorneys and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of procedures relating to the issuance of drivers' licenses and vehicle registrations; thorough knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; ability to provide direction, leadership and supervision of employees performing similar job duties; ability to deal effectively with the public; ability to make change accurately and rapidly; ability to type accurately at a rate of 25 words per minute; initiative and integrity; ability to make arithmetic computations rapidly and accurately; mental alertness; neat appearance; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION:

Six (6) years of permanent competitive status in a position in the Motor Vehicle Department, two (2) years of which was in a supervisory capacity.

OPEN COMPETITIVE: Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public administration, business administration or a related field and four (4) years of clerical experience in a position involving motor

vehicle transaction, two (2) of which involved supervisory responsibilities; or

- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in public administration, business administration or a related field and six (6) years of clerical experience in a position involving motor vehicle transaction, two (2) years of which involved supervisory responsibilities; or
- c) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of clerical experience in a position involving motor vehicle transactions, two (2) years of which involved supervisory responsibilities; or
- d) An equivalent combination of training and experience as defined by the limits of a), b) and c).

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