

Department: Motor Vehicle
Classification: Competitive
Grade: 6

SPEC DISK F1
DOCUMENT 68

MOTOR VEHICLE CASHIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the receipt of approved application and registration documents and their processing by manual devices or through means of the operation of a teleprocessing device. Data from an application or registration document which has been previously approved and edited by a Motor Vehicle Application Examiner is verified and typed into the teleprocessing device. The Motor Vehicle Cashier must also be able to determine causes of malfunction or rejection responses from the computer and follow proper procedures for correction. The duties also involve the collection of fees for registration or licensing and making change and may involve the computation of fees. At times this involves a great amount of money and incumbents are held personally responsible for shortages. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives approved license and registration documents for processing by means of a teleprocessing device or manual devices;
Reviews all forms for approval of Motor Vehicle Application Examiner and processes particular transaction indicated on forms;
Determines type or cause of malfunction or rejection response and takes appropriate action;
Types and verifies data from original documents for computer input and processing;
Requests additional data from applicant if central computer is unable to process transaction;
Computes fees, collects payments and makes change;
Examines money for counterfeits;
Periodically reconciles transactions and money received;
Reports transactions by category;
Makes out bank deposit slips and delivers reports, deposit slips and receipts to designated employee;
May perform other clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of procedures relating to the issuance of drivers 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; ability to deal effectively with the public; ability to make change accurately and rapidly; ability to type accurately at an acceptable rate of speed; tact and courtesy; ability to make arithmetic computations rapidly and accurately; mental alertness; neat appearance; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of an equivalency diploma and two years of clerical experience; or
- (b) An equivalent combination of training and experience as defined in (a).

