

Department: Motor Vehicle
Classification: Competitive
Grade: 6

SPEC DISK F1
DOCUMENT 69

MOTOR VEHICLE LICENSE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for determining eligibility for drivers licenses and vehicle registration through a review of the applications and a variety of supporting documents. For drivers licenses a check must be made of the application itself for accuracy and completeness of information, proof of age, conviction record, record of mental or physical illness and any other supporting documents that may be required. For registrations a check must be made of the application itself for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate if required and any other supporting documents. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature, but still allowing for some leeway in the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and processes 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 information required;
Computes, receives and accounts for licenses and registration fees;
May conduct vision, road sign and written tests;
Receives, counts and stores license plates, tabs, forms and other supplies;
Assists in the compilation of receipts, expenditures and reports for submission to the State Motor Vehicle Department;
Assists applicants in the proper completion of forms and answers routine requests for information;
May be required to type minor records and reports for which skilled typing is not necessary;
May perform other duties in the County Clerk's Office during slack periods of time.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of pertinent sections of the Motor Vehicle and Traffic Law as they relate to the issuance of licenses and registrations; good knowledge of office terminology, procedures and equipment; working knowledge of arithmetic and English; ability to get along well with others and to deal effectively with the public; tact and courtesy; mental alertness; 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 one year of clerical experience; or
- (b) Three (3) years of clerical experience; or
- (c) An equivalent combination of training and experience as defined in (a) and (b).