

Department: Motor Vehicle  
Classification: Competitive  
Grade: 5M/C

SPEC DISK F2  
DOCUMENT 07

### MOTOR VEHICLE SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and supervising the activities of the Motor Vehicle Bureau of the County Clerk's Office. This is account, clerical, and administrative work. The incumbent is responsible for the total operation of the bureau. Work is performed under the general direction of the County Clerk permitting wide leeway for the use of independent judgment in carrying out the work of the office. Supervision is exercised over the work of an assistant and a small number of clerical employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans and implements procedures and systems for efficient bureau operation;  
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;  
Consults with County Clerk on policy matters or to discuss unusual situations;  
Is responsible for all activities of the Motor Vehicle Bureau;  
Sets up and oversees the maintenance of files and reporting systems;  
Receives money for motor vehicle license plates and supervises the maintenance of financial accounts; Insures that necessary reports are made in regard to motor vehicle activities;  
Orders, receives, and checks motor vehicle license plates;  
Conducts correspondence on bureau activities;  
Oversees the provision of information regarding licensing and registration;  
Supervises vision, written, and oral tests.

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

Thorough knowledge of the law, procedures and equipment involved in the activities of the Motor Vehicle Bureau; thorough knowledge of business arithmetic and English; ability to plan, lay out and supervise the work of bureau staff; ability to follow complex directions and to prepare correspondence and reports; ability to develop and implement policy and procedures; ability to secure the cooperation of others; sound judgment; administrative skills; initiative; integrity, physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Three (3) years of supervisory experience in a Motor Vehicle Office; or five (5) years of permanent competitive status in the position of Motor Vehicle License Clerk; or five (5) years of permanent competitive status in the position of Account Clerk/Typist working in the Motor Vehicle Department.

**SPECIAL REQUIREMENT FOR THE ACCEPTANCE OF APPLICATION:**

**Possession of a valid New York State driver's license at the time of appointment.**

**REVISED - 09/13/02**