

SENIOR MOTOR VEHICLE LICENSE CLERK

Job Code: 6022
Location: Tioga County Clerk's Department
Classification: Competitive
Salary: CSEA - Grade V
Adopted: Revised 7/99; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for determining eligibility for driver licenses and vehicle registration, overseeing the work of clerks, assisting the supervisor in preparing financial reports and bank deposits and supervising the Motor Vehicle Bureau in the absence of the Motor Vehicle Bureau Supervisor. The work is performed under general supervision and in accordance with State Vehicle and Traffic Laws and procedures. Considerable leeway is given for the exercise of independent judgement in carrying out details of the work. The work is distinguished from that of Motor Vehicle License Clerk by the performance of "straw boss" (lead worker) duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises the Bureau in Supervisor's absence;
- Leads and participates in reviewing applications for learner's permit, licenses and registrations and checking supporting documents for adequacy and completeness;
- Processes transactions manually and/or electronically;
- Computes, collects and accounts for license and registration fees, making change as necessary;
- Acts as a cashier and transmits information using computer terminal;
- Conducts vision, road sign and written tests;
- Audits, balances and reconciles a variety of receipts, expenditures and reports, including State and County sales tax;
- Prepares bank deposits and delivers money to county clerk and/or bank with armed escort;
- Provides information to public and assists in completing various forms and applications;
- Relieves clerical staff of complex or difficult problems by independently handling and resolving such problems;
- Assists in compiling and preparing reports of transactions, receipts and expenditures for submission to the State Motor Vehicle Department;
- May perform general clerical tasks as needed;
- Operates a variety of office equipment in performing work, such as personal computer, camera, calculator, and eye examination equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State laws, rules and regulations as they relate to the issuance of drivers licenses and vehicle registrations; good knowledge of the forms and procedures used and documentation necessary for the issuance of drivers licenses and vehicle registrations; good knowledge of the procedures and equipment related to operation of a Motor Vehicle Bureau; good knowledge of business arithmetic and English; leadership ability; ability to prepare and maintain accurate account-keeping records and related reports; ability to understand and clearly explain laws and procedures and solve unusual or complex problems; ability to operate a computer terminal; ability to work cooperatively with Bureau staff, the public and State-level Dept. of Motor Vehicle staff; ability to prepare reports and correspondence; ability to physical condition commensurate with demands of the position.

2. Senior Motor Vehicle License Clerk

MINIMUM QUALIFICATIONS (Either):

OPEN COMPETITIVE

- a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid clerical experience or its part-time equivalent involving significant public contact and handling of large sums of money; **OR**
- b) Four (4) years of full-time paid clerical experience or its part-time equivalent involving significant public contact and handling of large sums of money.

PROMOTIONAL

Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Clerk's Office and must have served continuously on a permanent basis for 6 months immediately preceding the date of the written test as Account Clerk-Typist,