

CLAY COUNTY TREASURER'S OFFICE

Motor Vehicle Deputy Job Description

Position: 1st Deputy Treasurer - Motor Vehicle
Motor Vehicle Department
Reports to: County Treasurer
Department: Treasurer
Status: Full-time Non-Exempt

PURPOSE OF POSITION

Under general supervision, the Motor Vehicle Deputy participates in daily activities of the Motor Vehicle Division of the Treasurer's Department. Processes registration and titles, collects tax monies, collect fees, assists customers, and prepares reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The individual must be able to perform the essential functions of the job, with or without reasonable accommodation.

1. Assists customers in person and over the telephone with questions relating to motor vehicle registrations and titles. He/she performs all motor vehicle licensing functions in accordance with the Iowa Department of Transportation.
2. Prepares and issues motor vehicle titles, registrations, validations, license plates and adds and releases security interest. Examines documents submitted by customers for motor vehicle titles and registrations. Determines authenticity of documents. Issues appropriate license and registrations. Maintains records.
3. Collects, handles, and accounts for motor vehicle and use tax fees. Balances accounts. Deposits daily collections in proper accounts. Forwards proper amounts to Department of Transportation.
4. Prepares and submits a variety of reports, including daily and monthly reports.
5. Correctly determines fees. Collects and makes record of fees.
6. Cross trained to accept and answer questions concerning property taxes.
7. Open all mail and date stamp various MV documents.
8. Supervises assigned staff. Directs activities of employees performing duties relating to motor vehicle licensing and registration.

9. 1st Deputy Treasurer only will perform duties of treasurer in his/her absence.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. Other duties may be required and assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of generally accepted accounting principles and procedures.
2. Knowledge of laws and procedures governing motor vehicle registration and title transfers.
3. Ability to operate a computer and calculator in order to calculate and collect payments, monitor and balance county receipts and disbursements and prepare reports.
4. Ability to accurately perform basic math and bookkeeping functions, including the ability to accurately add and subtract and calculate percentages and apply mathematical formulas. Also the ability to count currency and make correct change from cash transactions.
5. Ability to read and examine documents for authenticity.
6. Ability to accurately file and preserve MV documents.
7. Ability to analyze information and generate reports using computer software.
8. Ability to prepare reports and maintain records in proper format and timely fashion.
9. Ability to proofread work and check computations for accuracy.
10. Ability to understand and follow oral and written instruction, possess good reading comprehension skills and perform receptionist duties with good oral and written communications skills with the public.
11. Skills in effectively dealing with people in a courteous and helpful manner in person and over the telephone.
12. Ability to proficiently operate standard office equipment, including photocopier, telephone, fax machine, computer and related software, and typewriter.
13. Ability to safely lift any job-related items weighing up to 25 pounds.
14. Ability to safely use step stool or ladder to climb to access supplies and records.

- 15. Ability to establish effective working relationships with co-workers, supervisors, other public officials and the public.

MINIMUM EDUCATION & WORK EXPERIENCE REQUIREMENTS

- 1. High school diploma
- 2. Work Experience: An equivalent combination of education, training and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed within a small office setting and must maintain harmony and encourage good working relationships with all co-workers and other county entities. Must occasionally lift books or boxes of paper weighing up to 20 pounds and occasionally lift equipment weighing up to 50 pounds with assistance. The mission of the Clay County Treasurer’s Office is to serve all citizens of Clay County in a professional and positive manner.

This position involves interaction with the public and extensive use of computers.

The noise level in the work environment is usually quiet.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The County reserves the right to change or reassign job duties or combine positions at any time.

I have read the job description above and understand my duties and responsibilities as detailed therein. I have received a copy of the Clay County Personnel Policies and Procedures.

1st Deputy Treasurer-Motor Vehicle-signature

Date

Treasurer’s signature

Date