

CLAY COUNTY TREASURER'S OFFICE
Motor Vehicle & Tax Clerk Job Description

Position: Clerk - Motor Vehicle & Tax
Report to: County Treasurer
Department: Treasurer
Status: Full-time Non-Exempt

PURPOSE OF POSITION

Under general supervision, performs a variety of office support and technical tasks relating to motor vehicle transactions and property tax collection. Processes motor vehicle titles, registrations and receives payment of same. Receives tax payments. Files documents. Enters and retrieves information on computer. Assists in bookkeeping functions. Saves and preserves all motor vehicle records by scanning and saving to the computer.

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 and tax transactions. Performs all motor vehicle licensing functions in accordance with the county acting as agent for the Iowa Department of Transportation.
2. Processes motor vehicle registration renewals by mail and in person. Prepares and issues motor vehicle titles, registrations, validations, and license plates. Examines documents submitted by customers for motor vehicle titles and registrations. Determines authenticity of documents. Issues appropriate license and registrations. Add and release security interest on motor vehicle titles. Maintains record accurately and securely.
3. Collects, handles, and accounts for motor vehicle and use tax fees. Balances accounts. Deposits daily collections in proper accounts.
4. Correctly determines fees. Collects and makes record of fees.
5. Maintain orderly files
6. Process the imaging of title records by scanning records daily.
7. Receives tax payments in person and by mail and records same in the computer.

8. Performs a variety of office support tasks, including answering the telephone, recording and forwarding messages, answering questions in person and over the telephone about property taxes and motor vehicle, and entering data into the computer.
9. When necessary, assist motor vehicle deputy or tax deputy in preparing the daily balance sheet by counting cash and adding checks. Collects, handles and accounts for motor vehicle and use tax fees. Balances accounts. Deposits daily collections in proper accounts.

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. Ability to learn and apply procedures governing motor vehicle registration, and title transfers.
2. Ability to work with computers and related software. Skill in accurately entering and retrieving data on computer.
3. Ability to learn and apply computer codes, programs, and procedures relating to motor vehicle titles and registrations as well as property taxation.
4. Ability to proofread work and check computations for accuracy.
5. Ability to operate a computer, cash register, calculator, telephone, fax machine, and printers.
6. Ability to read and examine documents for authenticity.
7. Ability to count currency and make correct change from cash transactions.
8. Ability to maintain orderly files.
9. Ability to accurately transcribe data from one source to another.
10. Skills in effectively dealing with people in a courteous and helpful manner in person and over the telephone.
11. 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 frequent 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 Treasurer 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.

Clerk-Motor Vehicle/Tax

Date

County Treasurer’s signature

Date