

**Monona County Employer's
Job Description**
(Revised 4/18/2019)

Name: _____

Department: Treasurer Office

Position Title: Motor Vehicle/Driver's License Clerk

Pay Grade: TBD

Status: Full-time / Hourly

Reports To: County Treasurer

Primary Purpose of Position

The primary purpose of this position is to provide kind, courteous and respectful customer service, while eventually being cross-trained in both the Motor Vehicle and Driver's License departments of the Treasurer's office. This position's work schedule is forty (40) hours per week, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Treasurer:

Knowledge, Skills, & Abilities Required

Motor Vehicle Department:

- Balance cash drawer daily.
- Month end balancing, complete month end reports.
- Order MV department supplies, such as titles, registrations, license plates.
- Study the auto requirements set by the State of Iowa and discuss with Motor Vehicle Deputy in regards to law changes.
- Communicate with our local DOT officer when there is any issue that would involve his attention.
- Assist customers at the counter, over the phone, and through email with motor vehicle issues, questions and requests.
- Process and complete MV titles, duplicate titles, registration renewals.
- Issue handicap plates.
- Add or release liens.
- Operate computer, copier, scanner, fax, postage machine
- Attend occasional meetings, conference, or training which may require overnight travel.
- Able to count money and make change, and stand for long periods
- Able to go up and down stairs.
- Lift and close the window gate.
- Monitor fraud cases.

Driver's License Department:

- Keep Daily record of DL Activity.
- Balance the cash drawer and write the deposit.
- Monitor DOT/DL emails, DOT regulation changes or updates, and discuss with Driver's License Deputy..
- Determine when written testing required; Administer oral and/or written tests for car, motorcycle and CDL.
- Track inventory, order supplies.
- Assist customers at the counter, by phone, or through email with DL related issues, questions or requests.
- Issue driver's licenses and non-driver ID's by determining applicant's eligibility, so that licenses and IDs are issued in compliance with Iowa laws, departmental rules, and established policies & procedures.
- Be knowledgeable of driver's license requirements and be familiar with the Driver's License manual.
- Issue handicap placards per order of physician.
- Determine authenticity of proof of identity documents.
- Screen vision.

- Operate digital camera, scanner, computer, copier, fax, etc.
- Show good customer service skills, be able to communicate with a broad range of customers.
- Attend occasional meetings, conferences, or training, and overnight travel may be required.
- Required to be fingerprinted and pass a background check & CCKE training.
- Able to count money and make change and stand for long periods.
- Frequently get in and out of cars.
- Maintain the motorcycle course and paint the course yearly.
- Perform drive testing for cars and motorcycles; perform re-exams as required by DOT, track all Line Exams, determine drive routes.
- Schedule and monitor medical and vision recalls. Determine if Vision Slip or Medical Report is necessary and/or satisfactory.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED. Experience and training in computer use with progressively responsible administration experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Iowa motor vehicle operator's license and provide proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information, and must be detail oriented and possess good mathematical skills. Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate effectively with the public and the Treasurer's office personnel, assist the public, and provide instructions in a pleasant manner.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with the public.

Ability to exercise the judgment, decisiveness and creativity in situations involving the public.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert moderate physical activity, climb stairs, and able to lift and carry materials and stand for long periods of time

Environmental Conditions

Ability to work under a variety of conditions some of which are outside and may be uncomfortable conditions and exposure to injury is possible.

Compliance

Compliance with the employee handbook, county policies, department work rules, and supervisor or elected official directives.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Elected official or Department Head Signature

Date

Date