

Monona County
Employer's Job Description
(NEW 2021)

Name: _____ **Department:** Treasurer Office
Position Title: Driver's License Deputy **Pay Grade:** TBD
Status: Full Time / Non-exempt **Reports To:** County Treasurer

Primary Purpose of Position

The primary purpose of this position is responsible for greeting the public, to oversee drive testing, daily issuing of driver's licenses and permits, and non-driver identification cards. Shall be the contact between the County & DOT. This position's normal work schedule is 8:00 am to 4:30 pm. Monday thru Friday.

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

- 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 recall and determine if Vision Slip or Medical Report is necessary and/or satisfactory
- Monitor fraud cases
- Keep Daily record of Drivers License activity
- Enter CDL medical cards/self-certification
- Monitor DOT/DL emails, DOT regulation changes or updates, and share with staff
- Determine when written testing required; Administer oral and/or written tests for car, motorcycle and CDL
- Track inventory, order supplies, stock manuals
- 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.
- Determine authenticity of proof of identity documents and monitor fraud cases
- Issue knowledge exams when necessary and screen vision
- Operate digital camera, scanner, computer, copier, fax.
- 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
- Ability to count money and make change and stand for long periods
- Balance the cash drawer and write the deposit
- Drive to exam sites in other towns in the county
- Related duties or assignments as directed

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 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 performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of 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. Frequently get in and out of cars.

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 Signed: _____