

DEPARTMENT: COUNTY CLERK
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 17, 2015

MOTOR VEHICLE REPRESENTATIVE II

DISTINGUISHING FEATURES OF THE CLASS: Supervises the operations of a branch office of the County Motor Vehicle Bureau. Employees of this class are responsible for reviewing the work performed by Motor Vehicle Representatives in a branch office of the Motor Vehicle Bureau and acts in place of the assigned Deputy County Clerk. This work entails some degree of independent judgment in analyzing more difficult technical questions and exercising supervision. Public contact is an inherent aspect of the responsibilities of positions in this class. The incumbent works under the general supervision of a Deputy County Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Responsible for audit procedures as set forth by the New York State Department of Motor Vehicles;
2. Supervises Motor Vehicle Representatives by making assignments, training and developing staff, reviewing work, overseeing the use of computer terminals and other Motor Vehicle office equipment, shifting employees to meet workloads and preparing performance reports;
3. Prepares reports of Motor Vehicle Branch activities, maintains records and financial accounts;
4. Orders, receives and checks Motor Vehicle license plates, documents, related supplies, and office equipment;
5. Answers questions from the public pertaining to registration for the ownership and licensing of motor vehicles and licensing of individuals;
6. Confers regularly with the assigned Deputy County Clerk on status of activities;
7. Keeps abreast of changes in regulations affecting motor vehicles registrations and driver licensing;
8. Makes determinations of the more difficult questions concerning motor vehicle registrations and driver licensing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Vehicles and Traffic Law and procedures related to motor vehicles registration; good knowledge of cashiering operations related to motor vehicle registration; working knowledge of the operation computer terminals in motor vehicle offices; ability to utilize a computer keyboard and mouse at a acceptable rate of speed and accuracy; considerable tact in dealing with the public; accuracy; good judgment; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Three (3) years of permanent competitive status as a Motor Vehicle Representative in the County Clerk's Office immediately preceding the date of examination.

OPEN-COMPETITIVE:

Graduation from high school or possession of an equivalency diploma **and** four (4) years of satisfactory office clerical experience involving public contact work which involved working with currency and/or accounting.

SPECIAL NOTE:

Office Clerical experience is experience that involved filing, typing, entering data, using a computer keyboard and mouse, answering phones, writing letters, maintaining accounts, photo copying, receiving and distributing mail alphabetizing, assembling of records, coding, etc.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. Candidates must be United States citizens;
2. Candidates conditionally offered an appointment will be subject to a Department of Criminal Justice Services (DCJS) "full search and retain" and Federal Bureau of Investigation (FBI) fingerprint screening. The fingerprint screening must be returned as negative for 49 CFR 1572.103, Disqualifying Criminal Offenses, in order to be appointed. Candidates will be disqualified from appointment if the fingerprint screening is returned as positive. Employees must maintain "negative" status as a condition of continued employment.
3. Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.
4. Candidates must become certified to be a CDL test examiner within one (1) year of permanent appointment. Employees must maintain active certification as a condition of continued employment.