

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DIRECTOR OF MOTOR VEHICLE OFFICE **GRADE:** 13
TITLE ABBREVIATION: DIR OF MV OFFICE **TITLE NO.:** 6301
JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** OA **FLSA CODE:** NE
DEPARTMENT: OFFICE OF COUNTY CLERK **DIVISION:** MOTOR VEHICLES
SUPERVISOR'S TITLE: DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in the functions and activities of the County's Motor Vehicle Offices. The duties require direct and active participation in the functions of the office involving licensing drivers of motor vehicles, registration of vehicles and collection of New York State sales tax. The Director must exercise independent judgment in planning and administering activities to insure that work is performed in accordance with rules and procedures established by the New York State Department of Motor Vehicles and main office. The Director must be available to work at all County Motor Vehicle Office locations. Responsibilities include reviewing and monitoring the detailed operations of the department. Immediate supervision is exercised over the work of assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Instructs clerks in performing various operations related to motor vehicle licensing, registrations and sales tax collections, including use of a computer;
2. Ensures office equipment is kept in good working condition; calls for services as necessary;
3. Responsible for the management of the office, including ordering supplies and materials;
4. Responds to inquiries made in person, via telephone, or by mail pertaining to functions of the office;
5. Directs the work of clerks and participates in receiving and processing applications for all types of motor vehicle licenses and registrations;
6. Directs the work of clerks and participates in approving applications and fees, verifying and authorizing applications and issuing necessary certificates through operation of electronic data processing equipment;
7. Prepares reports in connection with functions and activities of the office and submits same to appropriate County offices and State agencies;

8. Directs the work of clerks and participates in the collection of New York State sales tax, processes related forms, issues receipts and maintains related records;
9. Directs the work of clerks and participates in collecting, recording and disposition of monies received in connection with motor vehicles and New York State sales tax operations;
10. Directs the administration of vision and written tests and the maintenance of related records, including eye test results given by other sources on license renewals;
11. Operates a keyboard and makes entries into computerized information/word processing systems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of vehicle and traffic laws, procedures and reports of New York State as applicable to the operations of a County Motor Vehicle Bureau; good knowledge of office terminology, procedures, and equipment; good knowledge of the use and operation of electronic data processing equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to follow complex oral and written directions and prepare correspondence and reports; ability to secure the cooperation of others; good communication skills; good judgment in the solution of complex operational problems, initiative, integrity; ability to keyboard; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours and two (2) years of experience involving planning and supervising the day-to-day operation of a Motor Vehicle Department; or
- (B) High school graduation or possession of a high school equivalency diploma and four (4) years experience as defined in (A) above.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL NOTE:

Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced drivers license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law) to comply with the following criteria: 1) must be a United States citizen, and 2) has

undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

FORMERLY KNOWN AS DEPUTY DIRECTOR OF MOTOR VEHICLE OFFICE.

REVISED: 04/18/23 dc