

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MOTOR VEHICLES ADMINISTRATIVE CLERK **GRADE:** 09

TITLE ABBREVIATION: MTR VEH ADM CLK **TITLE NO.:** 6449

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: COUNTY CLERK **DIVISION:** MOTOR VEHICLES

SUPERVISOR'S TITLE: DIRECTOR OF MOTOR VEHICLE OFFICE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the maintenance of records and the coordination of all reporting activities for all Motor Vehicle offices within Orange County. This position audits and combines the statistical and financial data submitted by all Motor Vehicle offices into the required reports for New York State Department of Motor Vehicles, Commissioner of Finance and New York Department of Taxation and Finance on a daily, weekly, monthly and annual basis. Work is performed under the general supervision of the Deputy Director of Motor Vehicles and supervision may be exercised over a number of subordinate Motor Vehicle personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives daily balances and deposits from each satellite office and combines all records into a single daily summary;

Checks accuracy of all reports from all offices;

Audits and combines statistical and financial data for completion of weekly, monthly and annual DMV reports such as the plate and sticker report, uncollectible check report, fee report, transaction report and statement of accounts;

Reviews and processes applications for all types of licenses and registrations;

Collects New York State sales tax, including computing taxes and issuing receipts, balancing records and preparing invoices for bank deposits;

Orders, receives, counts and stores license plates, stickers, forms and other supplies;

Checks supporting documents, such as proof of ownership, insurance coverage, vehicle inspection, for adequacy and completeness of information required;

Computes, receives and accounts for licenses and registration fees; balances cash receipts;

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Operates a keyboard and makes entries into computerized information/word processing systems.

Oversees office operations in absence of Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of laws, rules and regulations related to issuance of registrations and licenses for motor vehicle operation and ownership; good knowledge of business arithmetic and account keeping practices and procedures; good knowledge of office terminology, procedures and equipment; computer skill involving standard word processing, e-mail, calendar, spreadsheets or other database software; ability to supervise the work of others, ability to maintain records and prepare written reports; ability to demonstrate proficiency in keyboarding; ability to lift a minimum of 25 pounds; ability to communicate effectively with the public; ability to get along well with others; tact; courtesy; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours and one (1) year of experience in clerical motor vehicle work which shall have involved overseeing and/or directing the work of others; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (A) above.

NOTE:

Your 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 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.