

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** SENIOR MOTOR VEHICLE CLERK **GRADE:** 08

**TITLE ABBREVIATION:** SR MTR VEH CLK **TITLE NO.:** 6639

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

**DEPARTMENT:** OFFICE OF THE COUNTY CLERK **DIVISION:** MOTOR VEHICLE

**SUPERVISOR'S TITLE:** DIRECTOR OF MOTOR VEHICLE OFFICE

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting a designated supervisor with the coordination of activities within the Motor Vehicle division of the Office of the County Clerk and for individually handling more complex situations and problems. The work is carried out in accordance with established policies and procedures and involves supervising the examining, cashiering and accounting activities within an office of the Orange County Division of Motor Vehicles. This class differs from that of Motor Vehicle Clerk by virtue of performing more complex accounting activities and for having an increased level of supervisory responsibility. Work is performed under the general supervision of a Director within the Division of Motor Vehicles with latitude to exercise independent judgment in resolving questions of an unusual nature which arise during the course of operations. General supervision is exercised over the work of Motor Vehicle Clerks. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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

Checks supporting documents such as proof of ownership, insurance coverage and identification for registrant, owner or customer presenting paperwork for adequacy and completeness of information required;

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

Utilizes teleprocessing techniques for processing licenses and registrations requiring operation of terminal device for feeding input data and obtaining output data;

Assists applicants in the proper completion of forms and answers routine requests for information;

Issues restricted and conditional licenses in accordance with State regulations;

Collects data relative to functions and activities of the office including the compilation of receipts, expenditures and reports to State Motor Vehicle Department and appropriate county and/or state agencies;

Computes taxable value of vehicle and collects New York State sales tax and issues receipts for such;

Maintains various operating files;

Conducts vision and road sign tests;

Receives, counts and stores license plates, stickers and documents, forms and other supplies;

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 office terminology including Vehicle and Traffic Laws, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of laws, rules and regulations related to issuance of registrations for motor vehicle operation and ownership; ability to plan, direct and lead the work of others; ability to make arithmetic computations rapidly and accurately; 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; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of 30 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 two (2) 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.

FORMERLY KNOWN AS SENIOR MOTOR VEHICLE LICENSE CLERK

REVISED: 12/21/22 AT