

## CITY of AZTEC JOB DESCRIPTION

**Job Title:** Motor Vehicle Clerk  
**Department:** Motor Vehicle Department  
**Shift:** Part- Time, Monday – Thursday  
**19** hours per week  
**Pay Plan:** \$14.34 per hour (Grd.8.2)  
**Exempt:** No  
**Reports To:** Motor Vehicle Department Supervisor  
**General Direction From:** MVD Supervisor/Community Development Director  
**Position Closes:** **Open Until Filled**

### PURPOSE & NATURE OF JOB

This is a part-time skilled clerical position which involves the handling of transactions in the Motor Vehicle Division. The position requires the independent production of titles, registrations and drivers licenses related to state motor vehicle licensing operations. The clerk is responsible for maintaining a daily cash drawer. Due to high stress level in this job, the clerk must be good with public relations; be very decisive while using good judgment and able to stay focused on the task. Attention to detail is very important along with the ability to perform multiple tasks simultaneously. Must be able to work efficiently in a fast pace office environment. Confidentiality is essential.

### ESSENTIAL DUTIES

Operates a computer with MVD programs at a working rate of speed in producing reports, correspondence and other materials related to Motor Vehicle titles, registrations and licenses. Performs filing, makes visual inspections on boats, trailers & vehicles, operates a 10-key calculator, operates a computerized driver's license camera system, answers the phone and administers road tests. Administers computer knowledge tests and conducts road skills tests. Operates an information desk requiring flexibility, knowledge and good customer relations.

### RESPONSIBILITIES

**Supervision:** n/a  
**Public Contact:** Recurring routine contacts with the public requiring exchange of factual information or explanation.  
**Budget:** n/a  
**Other:** Must have a clear tax history due to certain license requirements. Responsible for number controlled forms, inventory and supplies.

Responsible for maintaining a daily cash drawer and assisting with daily office deposit, which may include delivery to bank night drop box. The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## GENERAL INFORMATION

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## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

Must be able to pass a pre-employment physical, drug screen and fingerprint check.  
Must have a clear tax history.  
Must be able to be bonded for a VIN Inspectors Bond  
Must have a valid driver's license.  
Must be a proficient statistical typist and have legible handwriting.  
Must stay current on procedures and laws.  
Must be dependable.  
Must be able to perform complex duties

**Education:** High School Diploma or G.E.D.

**Experience:** Two year Customer Service Experience required  
One year Cash Handling Experience required

**Knowledge:** Must be able to use good judgment and discretion.  
Must be able to work independently with minimal supervision.  
Due to complexity of laws and procedures, must possess ability to learn and retain material.  
Require computer skills, 10 key, excellent communication skills as well extremely good attention to detail skills.

**Certificates/Licenses:** VIN certification required within 6 months of hire date.

**Recertification:** Every two years

**Use of Tools and/or Equipment:** Calculator, computers, printer, fax machine, copier, computerized driver's license camera system, eye exam machine, testing kiosk, document printer, telephone.

## WORK ENVIRONMENT

- Physical Demands:** Effort is minimal and is exerted only for short, intermitted periods. Effort involves light lifting (up to 30 pounds) of tools, objects, and working materials. May involve light pushing, pulling, reaching, bending. Requires normal hearing and visual acuity. Normally performs in seated position. Occasional standing for short durations. Vehicle inspections require exposure to all weather conditions and possible climbing onto a trailer to inspect a motor cycle.
- Hazards:** Minimum hazardous working conditions. Road Tests require entering and riding in another person car, that is unknown to you, while administering the road test.
- Exposures:** Minor threat to health and/or safety. Generally adequate working conditions with minimum environmental conditions to assure comfort. Traveling in an automobile may be a regular part of the job. Road skills test exposes individual to possible hazards. Will be in contact with angry or irate individuals.