

## CITY of AZTEC JOB DESCRIPTION

**Job Title:** Motor Vehicle Clerk  
**Department:** Motor Vehicle Department  
**Shift:** Full Time 40 hours a week (Monday – Thursday)  
**Pay Plan:** GRD 12 @ \$12.90 per hour  
**Exempt:** No  
**Reports To:** Motor Vehicle Department Supervisor  
**General Direction From:** Motor Vehicle Department Supervisor

**Position Closes:** **OPEN UNTIL FILLED**

**Must Complete NM Workforce assessments (contact  
NM Workforce, 600 W. Arrington, Farmington (505)327-  
6126 for more information)**

### PURPOSE & NATURE OF JOB

This is a 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.

### 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. Confidentiality is essential.

### RESPONSIBILITIES

**Supervision:** n/a  
**Public Contact:** Recurring routine contacts with the public requiring exchange of factual information or explanation.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 taking deposit to bank.

**GENERAL INFORMATION**

The duties/responsibilities listed 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.

**MINIMUM JOB QUALIFICATIONS / REQUIREMENTS**

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver’s license.
- May be subject to random drug/alcohol testing as per city policy.
- Must pass a fingerprint background check.
- 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

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**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, computer, printer, fax machine, copier, computerized driver’s license camera system, eye exam machine, kiosk, NCIC computer, 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.

**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. 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.