

CITY of AZTEC JOB DESCRIPTION

Job Title: Motor Vehicle Clerk
Department: Police Department
Shift: Full Time 40 hours a week
Pay Plan: \$15.32/hr (Level 8)
Exempt: No
Reports To: Motor Vehicle Supervisor
General Direction From: Motor Vehicle Supervisor
Position Closes: **Open Until Filled**

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 driver's 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-paced 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 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.

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.
- **Fingerprinting by the State of New Mexico Motor Vehicle Department is required. Fees will be paid by applicant upon hire and reimbursed after 3 mos. of employment**

Education:	High School Diploma or G.E.D.
Experience:	Two-year Customer Service Experience <u>required</u> One year Cash Handling Experience required Require computer skills, 10 key, good communication skills as well as good public relations skills and excellent attention to detail skills.
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
Certificates/Licenses:	VIN certification required within 24 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 motorcycle
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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