

**HARDIN COUNTY
POSITION DESCRIPTION**

JOB TITLE:	Motor Vehicle/Drivers License Clerk
DEPARTMENT:	Treasurer
FLSA STATUS:	Non-Exempt
JOB CODE:	
LOCATION:	Eldora
EFFECTIVE DATE:	2023

REPORTING RELATIONSHIPS

Reports to:	County Treasurer
Direct reports	None

GENERAL SUMMARY:

The purpose of this position is to review, verify and process applications for all types of motor vehicle registrations and title transfers, drivers licenses, permits and non-driver ID's to qualified applicants. Collect fees, balance personal cash drawer and issue titles and registrations and licenses in accordance with applicable federal, state, and local laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

MOTOR VEHICLES:	
1. Issue all types of motor vehicle registrations, title transfers and license plates by reviewing applications and other supporting documents such as, but not limited to; proof of ownership, insurance coverage, proof of identity, vehicle inspection, existing registrations, lien notations/releases and bill of sales. Creating and recreating title records. Pull and code obsolete titles. Cancel license plates from sold or junked vehicles. Review and process junking certificates. Place vehicles in storage. Decrease or increase tonnage on trucks. Maintain confidentiality of customer's records. Perform any other types of transactions pertaining to motor vehicles including, but not limited to, assisting the public, answering phones, taking, and relaying messages, data entry, making copies, faxing, and typing documents, maintaining files (paper and electronic) and opening and sorting mail.	30%
2. Compute, receive and account for motor vehicle registration fees, one-time registration fee (fka road use tax), title transfer fees, security interest fees and any other types of fees related to motor vehicle transactions. Reconcile and balance personal cash drawer. When assigned or in the absence of the motor vehicle deputy must balance all cash drawers; includes but is not limited to cash, check, in office debit and credit and web payments. Deposit daily collections in the proper accounts. Input all information into the county accounting system. Compile and prepare receipts, expenditures, and reports for submission to the State Motor Vehicle Department monthly.	30%
3. Must be able to communicate the laws of the Code of Iowa and rules handed down by the Iowa Department of Transportation using all resources available to the general public and motor vehicle dealers in person, by telephone, and/or electronically in a	10%

friendly and professional manner.	
-----------------------------------	--

DRIVERS LICENSE:	
4. Evaluate information for drivers' licenses, permits and non-driver ID's to verify completeness and accuracy to determine if qualified to obtain desired licenses. Knowledge of foreign national procedures and documents. Issue driver licenses or permits to qualified applicants. Obtain necessary information, collect fees, issue licenses, record data and maintain records. Conduct oral, written, and visual tests. Assess and review vision and medical reports. Complete cognitive impairment assessments. Communicate with the Doctor's office to obtain all information that may be needed to complete the vision or medical reports. Determine if customer is mentally or physically capable of safely operating a Motor Vehicle. Schedules road tests. Stay up to date on changes by completing online and in person training as required by the IDOT. Answer questions and provide information to the public regarding licensing policies, procedures, regulations as well as steps in regaining driving privileges.	20%
ADDITIONAL DUTIES AND RESPONSIBILITIES:	
5. Assist with property tax collection, answering phone inquiries and processing payments via the counter or mail. Redeem warrants. Balance personal cash drawer during heavy tax collection seasons. (September/October and March/April) Understand the basic duties of the other offices within our local county government to direct the public to the proper location for business needed. Establish friendly and professional working relationships with the other offices. Using and running the mail through the postage machine. Must be able to multitask between the three departments and handle stressful situations with disgruntled customers.	5%
6. May perform other duties as assigned.	5%
TOTAL =	100%

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED) and a minimum of 3 years related on-the-job experience in administrative or office support or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Technical: Basic knowledge of computers such as word processing (i.e., Word) and spreadsheet software (i.e., Excel) to enter data and process information. Ability to use the Internet to extract and record data.

Mathematical: Basic math such as adding, subtracting, multiplying, and dividing both whole numbers and decimals.

Interpersonal: Flexibility in adjusting to change such as circumstances, information, employee, and customer needs. Demonstrate a willingness to take initiative. Be reliable, responsible, and dependable in fulfilling obligations. High level of integrity and ability to maintain confidentiality.

Communication: Excellent verbal and written communication skills. Have the ability to effectively communicate and present information and respond to County Officials, employees, and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.

Language: Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports, general correspondence, and lists.

Organizational: Ability to organize, plan and prioritize work. Utilize problem solving skills and analytical thinking in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.

Safety: Understand and practice safe work habits on the job site.

LICENSING/CERTIFICATION AND OTHER REQUIREMENTS

DOT certified commercial knowledge examiner.

Other requirements: Keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend applicable job-related training, workshops, and seminars.

WORKING CONDITIONS

Normal office environment. Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 10 – 20 pounds. Typically moves about on a regular basis coordinate work.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by incumbent and approval by supervisor.

Employee's Name (please print): _____
Employee's Signature: _____ Date: _____

Supervisor' Name (please print): _____
Supervisor's Signature: _____ Date: _____