

ASSISTANT SUPERVISOR, MOTOR VEHICLE BUREAU

GENERAL STATEMENT OF DUTIES: Assists in overseeing the operation of the Motor Vehicle Bureau; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for assisting the Supervisor of the Motor Vehicle Bureau in directing the activities of the Bureau, taking a lead role during the absence of the Supervisor, training employees and overseeing special projects or preparation of reports. Supervision is exercised over subordinate employees of the Bureau. Work is performed in accordance with procedures established by the State Commissioner of Motor Vehicles and the Vehicle and Traffic Law.

EXAMPLES OF WORK: (Illustrative only)

- Acts in place of the Supervisor of the Motor Vehicle Bureau in his/her absence;
- Supervises the issuance of license plates and re-registrations;
- Oversees the handling of monies received and prepares reports thereon for the County Clerk;
- Supervises and assists in vision tests, identification photos and the issuance of learners' permits;
- Oversees the count and storage of license plates received;
- Prepares correspondence relating to affairs of the Bureau;
- Provides information to the public regarding motor vehicle and traffic laws;
- Reviews more complex cases for possible enforcement restrictions or actions;
- Prepares periodic sales tax reports and other reports as assigned;
- Trains new employees in clerical duties, computer operation and related matters;
- Performs routine motor vehicle transactions and clerical duties when necessary.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the State Vehicle and Traffic Law related Laws and procedures applicable to the operation of a county Motor Vehicle Bureau; thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; ability to handle routine administrative details; ability to plan and supervise the work of others; tact and courtesy; initiative and resourcefulness in the solution of complex clerical problems; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and four years of clerical experience; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid New York State Class D Drivers License at the time of appointment. All Motor Vehicle License Clerks are subject to a criminal background check and a FBI Fingerprint screening and must be a United States citizen.

Competitive Class

Adopted 01/02/1998 Personnel Officer
Revised 06/02/2015 Personnel Officer