

MOTOR VEHICLE LICENSE CLERK

GENERAL STATEMENT OF DUTIES: Reviews and processes various types of transactions related to the licensing of drivers of motor vehicles and the registration of such vehicles; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for determining eligibility for drivers' licenses and vehicle registration through a review of applications and supporting documents. The duties also involve the collection and possible computation of fees for registration or licensing. At times this involves a great amount of money and incumbents are held personally responsible for shortages. The work is performed according to prescribed routines under direct supervision with supervisory employees deciding questions of an unusual nature.

EXAMPLES OF WORK: (Illustrative only)

- Reviews and processes applications for various types of licenses and registrations;
- Checks supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc. for adequacy and completeness of information required;
- Reviews applications for possible enforcement restrictions or actions, referring appropriate cases to supervisors;
- Computes, receives and accounts of licenses and registration fees;
- May conduct vision, road sign and written tests;
- Receives, counts and stores license plates, tabs forms and other supplies;
- Types and verifies data from original documents for computer input and processing;
- Requests additional data from applicant if central computer is unable to process transaction;
- Computes fees, collects payments and makes change;
- Operates switchboard in reception area on an emergency basis, or as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of pertinent sections of the Motor Vehicle Traffic Law as they relate to the issuance of licenses and registrations; good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to get along well with others and to deal effectively with the public; tact and courtesy; mental alertness; accuracy; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and one year 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, full-time
Non-Competitive, part-time

Revised 01/12/2011 Personnel Officer
Revised 06/02/2015 Personnel Officer