

## **SENIOR MOTOR VEHICLE LICENSE CLERK**

**GENERAL STATEMENT OF DUTIES:** Performs and/or supervises the more difficult and responsible clerical work in the Motor Vehicle Bureau of the County Clerk's Office; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for assisting the supervisors of the Motor Vehicle Bureau in directing the activities of the Bureau. The Senior Motor Vehicle License Clerk actively participates in all functions of the Bureau and is expected to advise on 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;
- Assists in preparing monthly reports dealing with Bureau activities for submission to the State Motor Vehicle Department;
- Computes fees, collects payments and makes change;
- Schedules road tests;
- Enters and verifies data from original documents for computer input and processing;
- Requests additional data from applicant if central computer is unable to process Transaction;
- Answers requests from the public for information regarding motor vehicle and traffic laws;
- Receives, counts and stores license plates, tabs, forms and other supplies.
- Reviews applications for possible enforcement restrictions or actions, implementing such action after conferring with supervisors;
- Operates switchboard in reception area on an emergency basis, or as assigned.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of State Vehicle and Traffic Law and related laws and procedures applicable to the operation of the County Motor Vehicle Bureau; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to perform routine account keeping; ability to get along well with others and deal effectively with the public; tact and courtesy; initiative; physical condition commensurate with the demands of the position.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from high school and three 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

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