

PRINCIPAL MOTOR VEHICLE LICENSE CLERK

JOB CODE: 6025
LOCATION: Tioga County Clerk's Department
CLASSIFICATION: Competitive
SALARY: CSEA - Grade VI
ADOPTED: Reso. 349-19; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position is a lead worker in the Motor Vehicle Bureau. The work involves responsibility for assisting in the operation of the Motor Vehicle Bureau and for maintaining the financial records for all transactions in the bureau. The incumbent oversees the activities of the Motor Vehicle Bureau in the absence of the Supervisor of Motor Vehicle Bureau. This classification differs from the Senior Motor Vehicle License Clerk because it requires a thorough understanding of all phases of bureau operation in order to perform transaction audits and to prepare various State reports in the Supervisor's absence. Work is performed under the general supervision of the Supervisor of Motor Vehicle Bureau with considerable leeway allowed for the use of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Leads and participates in reviewing applications for learner's permit, licenses and registrations, CDL's, enhanced driver's licenses, Real ID compliant documents, and checking supporting documents for adequacy and completeness;
- Performs all cashier functions as required;
- Relieves staff of complex or difficult problems by independently handling and resolving such problems as required;
- Performs end of day tasks to close the office and to ensure documents, license plates, cash drawers, file cabinets, and work stations are secured and locked;
- In the absence of the Supervisor, supervises day-to-day duties of all Motor Vehicle Clerks;
- In the absence of the Supervisor, opens the office by unlocking doors, work stations, desk drawers, and file cabinets.
- In the absence of the Supervisor, opens the safe, prints and backup various reports;
- In the absence of the Supervisor, totals daily revenues, completes deposit slips, delivers funds to the bank and the County Clerk's Office;
- In the absence of the Supervisor, compiles and prepares reports of transactions, receipts, and expenditures for submission to the NYS Department of Motor Vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State laws, rules and regulations as they relate to the issuance of drivers licenses and vehicle registrations; thorough knowledge of the forms and procedures used and documentation necessary for the issuance of drivers licenses and vehicle registrations; thorough knowledge of the procedures and equipment related to operation of a Motor Vehicle Bureau; good knowledge of business arithmetic and English; leadership ability; ability to prepare and maintain accurate account-keeping records and related reports; ability to understand and clearly explain laws and procedures and solve unusual or complex problems; ability to lead and direct the work of others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets, and data bases; ability to work cooperatively with Bureau staff, the public and State-level Dept. of Motor Vehicle staff;

2. Principal Motor Vehicle License Clerk

ability to prepare reports and correspondence; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Clerk's Office and must have either served continuously on a permanent basis for two (2) years as either Motor Vehicle License Clerk or Motor Vehicle Examiner or for six (6) months as either a Senior Motor Vehicle License Clerk.

*Special Requirement: Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced driver's license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law) to comply with the following criteria: **1)** must be a United States citizen, and **2)** has undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the Federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.*