

SUPERVISOR OF MOTOR VEHICLE BUREAU

Job Code: 6023
Location: Tioga County Clerk's Office
Classification: Competitive
Salary: CSEA - Grade VII
Adopted: Revised 3/02, 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an important clerical and administrative position involving responsibility for planning and directly supervising the work and staff of the Motor Vehicle Bureau of the County Clerk's Office. The work is performed under the general supervision of the County Clerk and in accordance with State vehicle and traffic laws. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assigns and reviews work, interviews and instructs new employees in the issuance of a variety of automobile and other types of motor vehicle licenses;
- Audits daily accounts;
- Receives money for motor vehicle license plates and assists in checking applications;
- Deposits monies collected daily;
- Acts as vision, English and oral test examiner;
- Maintains records and financial accounts and prepares necessary reports regarding motor vehicle activities for NYS;
- Orders, receives and checks motor vehicle license plates, registration documents and stickers;
- Maintains records and financial accounts and makes necessary reports regarding motor vehicle activities;
- Orders, receives and checks motor vehicle license plates;
- Answers questions from the public in regards to motor vehicle policies and procedures and assists in checking applications for accuracy;
- Conducts miscellaneous correspondence on Bureau activities;
- Fills in as needed in the absence of staff members.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the law, procedures and equipment involved in the activities of the Motor Vehicle Bureau; thorough knowledge of business arithmetic and English; good knowledge of computer applications; ability to plan, lay out and supervise the work of clerical assistants; ability to follow complex directions and to prepare reports; ability to secure the cooperation of others; good judgment; integrity; good physical condition.

MINIMUM QUALIFICATIONS (Either):

- a) Graduation from high school or possession of a general equivalency diploma AND four (4) years of full-time clerical experience or its part-time equivalent at least six (6) months of which shall have involved motor vehicle work; OR
- b) Eight (8) years of full-time clerical experience or its part-time equivalent; at least one (1) year of which shall have involved motor vehicle work; OR
- c) Any equivalent combination of experience and training sufficient to indicate ability to do the work.