

MOTOR VEHICLE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves determining eligibility for drivers' licenses and vehicle registration through a review of the applications and a variety of supporting documents, and transmitting this information to a central computer using a computer terminal. For drivers' licenses, a check must be made of the application itself for accuracy and completeness of information, proof of age, conviction record, record of mental or physical illness and any other supporting documents that may be required. For registrations, a check must be made of the application itself for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate, if required, and any other supporting documents. The work is performed under general supervision allowing for some leeway in the exercise of independent judgement in carrying out the details of the work. Supervision over the work of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and processes applications for all 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;
Computes, receives and accounts for licenses and registration fees;
Operates the Document Scanning Workstation equipment to electronically capture documents to be tied to an Enhanced Driver License transaction;
Acts as cashier and transmits information using a computer terminal;
Conducts vision, road sign and written tests;
Receives, counts, and stores license plates, tabs, forms, and other supplies;
Assists in the compilation of receipts, expenditures and reports for submission to the State Motor Vehicle Department;
Advises applicants in the proper completion of forms and answers routine requests for information;
Takes photographs for drivers' license and non-driver I.D. cards;
May be required to type minor records and reports for which skilled typing is not necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of pertinent sections of the Motor Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;

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Working knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to operate a computer terminal;
Ability to get along well with others and to deal effectively with
the public;
Ability to perform close, detail work involving considerable visual
effort and strain;
Tact;
Courtesy;
Accuracy;
Good judgment.

MINIMUM QUALIFICATIONS: One year of clerical experience.

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 drivers 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.

Note: Education beyond high school can be substituted for experience on a year-for-year basis.

Clerical: activities involve the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures.