

## **SENIOR MOTOR VEHICLE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves determining eligibility for drivers' licenses and vehicle registration through a review of applications and a variety of supporting documents and transmitting this information to a central computer using a computer terminal. This position differs from that of Motor Vehicle Clerk by virtue of its responsibility for supervising staff on an assigned shift or during assigned regular hours and preparing reports to the County and New York State Department of Motor Vehicles. The work is performed under general supervision allowing some leeway in the exercise of independent judgement in carrying out the details of the work. Supervision over the work of others is a function of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides supervising coverage of the activities of employees engaged in issuing license plates and registrations, during regular designated hours;

Conducts various audits on supervised staff, including Station, Check and Batch Audits and responds to daily Random Audits by NYS DMV;

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;

Operates and oversees the Document Scanning Workstation equipment to electronically capture documents to be tied to an Enhanced Driver License transaction;

Computes, receives and accounts for licenses and registration fees;

Makes cash deposits and prepares financial reports for NYSDMV;

Acts as cashier and transmits information using a computer terminal;

Conducts vision, road sign and written tests;

Receives, counts, and stores license plates, 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 and passports;

Performs Dealer Runs to local area automobile dealers as necessary;

Performs random audits as required by the NYSDMV;

Reports the theft or loss of any State assets or items to the NYSDMV;

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 registration;

Working knowledge of office terminology, procedures and equipment;

Working knowledge of business arithmetic and English;

Ability to operate a computer terminal;

Ability to supervise the work of others;

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:**

Graduation from high school or possession of an equivalency diploma and two years of clerical experience involving the determination of eligibility for driver's licenses, vehicle registrations and other pertinent activities with the Department of Motor Vehicles.

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.