

Principal Motor Vehicle Examiner Tompkins County

Department: County Clerk

Classification: Competitive

Labor Grade: White Collar grade 10

Approved: Position conversion 8/2018

By: AG, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year college with an associate's degree **AND** two years of full-time paid (or the equivalent part-time) experience as a Senior Motor Vehicle Examiner in New York State; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time) experience as a Senior Motor Vehicle Examiner in New York State; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time) experience in the entry-level title of Motor Vehicle Examiner in New York State; **OR**

(d) Any combination of education, training and/or experience acceptable to the Commissioner that is equal to or greater than that specified in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

(A) Must obtain Notary Public certification within six months of appointment and maintain such commission for the duration of employment.

(B) In accordance with a directive of the United States Department of Homeland Security and the New York State Department of Motor Vehicles, employees involved in the manufacture or production of "Enhanced Driver's Licenses" and "Enhanced Identification Cards", or who have the ability to affect the identity information that appears on such driver's licenses or identification cards are subject to the following;

- the candidate must be a citizen of the United States,
- must submit to a name and fingerprint based criminal background check,
- will be subject to a thorough employment history check,
- all references from prior employment will be validated, and
- the candidate is subject to all other appropriate employment eligibility verifications as required by Federal and State law.

DISTINGUISHING FEATURES OF THE CLASS:

This work requires a high level of customer service skill and involves extensive interaction with the public. The work involves responsibility for determining eligibility for driver licenses and vehicle registration, assisting the Deputy County Clerk in charge of Motor Vehicles in preparing financial reports and bank deposits and overseeing the work of Motor Vehicle staff in the absence of the Deputy County Clerk. The work is performed in accordance with State Vehicle and Traffic Laws and procedures. Duties require the auditing of all monetary functions of the office and require a thorough understanding of all phases of the office operation. The work is distinguished from that of Senior Motor Vehicle Examiner by the performance of lead worker duties in the absence of the Deputy County Clerk. The work is performed under the general direction of the County Clerk and the direct supervision of a Deputy County Clerk. Moderate autonomy is required to carry out details of this work. Supervision is exercised over the work of Senior Motor Vehicle Examiners and Motor Vehicle Examiners in the absence of the Deputy County Clerk.

The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Leads and participates in reviewing applications for learner's permit, licenses and registrations and checking supporting documents for adequacy and completeness;

- Processes transactions manually and/or electronically;
- Computes, collects and accounts for license and registration fees, making change as necessary;
- Acts as a cashier and transmits information using computer terminal;
- Conducts vision, road sign and written tests;
- Receives and sorts license plates and pre-numbered stickers and documents, checks invoices to verify accuracy of shipment, and enters data on inventory received into the computer;
- Provides information to public and assists in completing various forms and applications;
- Operates a variety of office equipment in performing work, such as computer, camera, calculator, and eye examination equipment;
- Trains new employees on work procedures, job functions and requirements of the unit;
- Relieves clerical staff of complex or difficult problems by independently handling and resolving such problems as required;
- Assists with the installation of new or modified policies and procedures;
- Inventories and orders motor vehicle forms and other supplies for the office;
- Assists in compiling and preparing reports of transactions, receipts and expenditures for submission to the State Motor Vehicle Department;
- Closes the office by locking up secured documents, license plates, cash drawers, file cabinets, work station and desk drawers, doors and the safe;
- Opens the office by unlocking doors, work stations and desk drawers and file cabinets, printing computer reports, opening the safe, backing up computerized reports on disk and tapes;
- Performs general clerical tasks as needed;
- Attend work related training seminars as required;
- Totals daily revenues, complete deposits slips, and deliver bank deposits to the County Clerk and/or bank as required;
- Supervises the Bureau in Deputy County Clerk's absence;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of New York State laws, rules, and regulations governing the issuance of driver's licenses, identification cards, "Enhanced Drivers Licenses", "Enhanced Identification Cards", and vehicle registrations;
- Thorough knowledge of the forms and procedures used and documentation necessary for the issuance of drivers licenses, identification cards, "Enhanced Drivers Licenses", "Enhanced Identification Cards", and vehicle registrations;
- Good knowledge of the procedures and equipment related to operation of a Motor Vehicle Bureau;
- Good knowledge of the principles and practices of providing excellent customer service;
- Good knowledge of business arithmetic and English;
- Skill in the operation of an alpha/numeric keyboard (speed is not of primary consideration);
- Ability to deal efficiently, effectively and courteously with the public;
- 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 operate a computer terminal and associate alpha/numeric keyboard with great accuracy (speed is not of primary consideration);
- Ability to work cooperatively with Bureau staff, the public and State-level Dept. of Motor Vehicle staff;
- A friendly demeanor, courtesy, a desire to provide good customer service, initiative, resourcefulness, neatness, tact, and good judgment are all required;
- The employee's physical condition shall be commensurate with demands of the position.

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