

JASPER COUNTY

JOB DESCRIPTION

July 10, 2020

JOB TITLE:	TREASURER'S CLERK (MOTOR VEHICLE)
JOB STATUS:	Full-time
CATEGORY:	Non-exempt
BENEFITS QUALIFIED:	Yes Vacation Sick Days Insurance (offered) IPERS Holiday pay
REPORTING SUCCESSION:	Deputy Treasurer, Motor Vehicle Dept.
<p>JOB SUMMARY: The primary duties of this position are to perform public contact and document processing work involved in the renewal of vehicle registrations and issuing of titles for autos, trucks, vans, motorcycles, motorhomes and trailers pursuant to Iowa law; maintains daily sales and financial records and accountability for all motor vehicle transfers and registrations for documentation in daily and monthly reporting; enters relevant data in computer and issues appropriate documents; assists in seasonal property tax collection and related functions as workload warrants. Assist with balancing driver's licenses receipts, reports from Iowa Dept of Transportation on a daily basis. Must be familiar with the Iowa Code</p>	

ESSENTIAL DUTIES AND RESPONSIBILITIES: The position of Senior Clerk (Motor Vehicle) includes the following specific duties and other duties as may be assigned:

Motor Vehicle Clerk:

1. Answers telephone and respond to inquiries from banks, the public, and auto dealers regarding motor vehicle licensing functions. Opens, sorts and processes incoming registration and titling mail; updates active and inactive files, records liens and release liens on paper files and computer, enter fee and related registration data into the computer; collects title and registration, use tax and related fees and validates records. Access data from scanned records.
2. Conducts official business at the counter; responds to questions and inquiries relating to licensing and registration from auto dealers and the general public.
3. Maintains daily sales and financial accountability for all motor vehicle transfers and registrations for entry and documentation in daily and monthly reporting; prepares deposits of receipts for banking; adds and verifies checks, cash, postage and advance auto books to balance out daily.

4. Fills out applications for refunds when vehicles are sold or junked; collects plates on vehicles stored or junked; cancels plates and makes appropriate entry using computer.
5. Processes requests for “in-transit” titles, registrations and plates; removes titles from active files for vehicles titled out of state, junked or related status which renders the vehicle inactive.
6. Sorts file copies of documents in appropriate plate, validation or title files; removes titles from active files for vehicles titled out of state, junked or related status, which renders the vehicle inactive.
7. Assists in various clerical, counter, data entry, verification and balancing functions which are involved in the collection, recording and reporting of real estate property taxes such as sorting, counting and typing checks, cash and documents; issuing receipts, updating various files and records using proper account numbers and established procedures.
8. Uses the ARTS communications networking system to send and receive messages to other counties and D.O.T. regarding motor vehicle and related departmental functions.
9. Cross-training with issuance of Driver’s License procedures.
 - a) Determines eligibility of applicants based upon review of drivers’ record available on computer.
 - b) Determines physical capacity based on vision, screening, interview and visual review of mobility and coordination.
 - c) Notifies applicant of any additional requirements to complete driver’s license transaction.
 - d) Renews drivers’ license by entering updated data in computer.
 - e) Secures applicants signature, photographs, applicants scans, incodes and insures license.
 - f) Administers written tests for instruction, permits, new license, license upgrades and reinstatements for operator, chauffeur, motorcycle, or commercial drivers’ license.
 - g) Completes documents certifying completion of tests and eligibility.
 - h) Schedules driver tests, prepares, and serves suspension or denial of applicants for failure to meet vision, medical or driving standards.
 - i) Reinstates licenses of eligible applicants upon completion of required testing.
 - j) Reviews drive test scores and accompanying documents determining if applicant satisfies criteria for license upgrade.
 - k) Reviews proof of identifying documents, immigration, and social security cards before issuing duplicate license.
 - l) Enters voter registration applications for driver’s license applicants.
 - m) Issues handicap parking devices and non-driver identification cards.
 - n) Audits license issued by all personnel and makes necessary corrections before electronically transmitting the daily work to D.O.T.

- o) Balances drivers license receipts and deposits all money in states treasurer's account on daily basis.
- p) Forwards required applications and supporting documents to D.O.T. on a daily basis and files required records and statistics, drive test score sheets in Treasurers office.
- q) Responds to numerous telephone requests for driver's license information.
- r) Consults D.O.T. driver's license manual and operator's manual for driving rules and procedures.
- s) Performs all Driver Licensing functions in accordance with contract between county and D.O.T.
- t) May attend annual D.O.T. Motor Vehicle workshop and training provided by D.O.T. for Driver's License, Issuance and new equipment.

Equipment and Tool Use:

1. Responsible for understanding how to operate a variety of office manual and computerized equipment, showing due care to follow safety rules and procedures in their use.

Equipment and tools utilized may include but are not limited to:

PC Computers (40 wpm) - Microsoft Office Applications (Word, Excel, Access)
 PROFS
 Copier
 Telephone/Facsimile (fax) systems
 Copier Machines
 Calculator (10 key adding machine)
 Scanner

2. Responsible for ensuring proper use and care of tools in their possession during the workday; cleaning and maintaining assigned tools and equipment as specified by department work rules.

Other Duties:

1. Attends and participates in work related training and in-service meetings.
2. Reports any observable safety, company work policy or rules violations to supervisor immediately.
3. Responsible to demonstrating due care for the property, facility, and proprietary information.
4. Demonstrates adaptability to performing a variety of duties, frequently changing from one task to another of a different nature without loss of efficiency or composure.
5. Responsible for conducting work in a timely and safe manner, following safety rules, and attending necessary training.

6. Conducts other duties as assigned.
7. Responsible for knowing and following company policies and procedures as outlined in the employee handbook and for following and adhering to instructions, requests, and task assignments as given by Department Head.

JOB QUALIFICATIONS:

1. Must be able to perform receptionist functions, attending to general public and employees, providing support to department heads, follow directions and attend to work schedule.
2. Must be able to communicate efficiently, both verbally and in writing, for communications, with Department Heads, employees, and general public.
3. Must be bondable.

REQUIREMENTS:

To perform this job adequately, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

1. Education/Training/or Experience:
 - High School Diploma or GED, and experience such as that gained through high school cooperative training programs, or job related education in recognized business or community college.
 - Satisfactory completion of all mandatory inservice training.
2. Computer Skill Requirements:
 - PC Computers - (40 wpm) basic Microsoft Office applications (Word, Excel and Access).
 - 10 key Adding machine (minimum 130 spm).
3. Language Skill Requirements:
 - Must be able to comprehend and follow oral directions.
 - Must be able to speak and comprehend fluent English and be able to communicate appropriately and effectively, both verbally and in writing, with Department Heads, employees, and outside agencies.
 - Must be able to read English and able to read reports, bills, and State of Iowa Regulations.
 - Requires the ability to speak clearly and concisely, explain controlling procedures and requirements: maintain poise, voice control and confidence in stressful situations.

- Deal effectively with situations and problems with several variables involving the collection and interpretation of prescribed data and processes.
4. Mathematical Skills Requirements:
- Must be able to count in English beyond 1,000 and to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to perform arithmetic calculations and completing forms and documents, summarize and balance transactions requiring numerical aptitude.
 - Knowledge of business mathematics (all monetary units).
5. Reasoning Ability Requirements:
- Must demonstrate the ability to apply commonsense understanding to carry out detailed, but uninvolved, written, and/or oral instructions.
 - Must have the ability to determine when to ask supervisor for help in providing additional instruction, solutions to problems, assistance with conflicts.
 - Ability to maintain concentration in midst of constant interruptions.
 - Requires the ability to gather, examine, compare and evaluate various financial, regulatory and operational data, entering and posting title liens, applications, receipts, registration and related data by hand or keyboard.
 - Ability for memory of details and familiarity with controlling rules, policies, and statutes.
6. Physical Demands:
- Vision: While performing the duties of this job, the employee is frequently required to read correspondence, faxes, and other written materials. Specific vision abilities required to do this job include close vision; distance vision; peripheral vision, and the ability to adjust focus. Requires clarity of vision to see paper documents at a distance of 20” or less.
 - Hearing: Must be able to audibly detect voices over the telephone; spoken conversation from employees, and outside agencies.
 - Mobility/Dexterity of Limbs: While performing the duties of this job, the employee is frequently required to sit, stand, and walk. Requires manual finger dexterity and motor coordination in coordinating eyes, hands, and fingers swiftly and accurately in operating office equipment.
 - Strength/Lifting: While performing the requirements of this job, the employee must occasionally lift and carry up to 25 pounds.
 - Work Environment: While performing the duties of this job, the employee is primarily in an office environment with direct exposure to recurring computer and printer noise. Headaches, eyestrain, and related occupational hazards associated with detail work would reflect most common injury. Deal regularly with all kinds of people including those who are unkempt, angry, and emotionally distraught with potential threat of violence and verbal abuse.