

TITLE	MOTOR VEHICLE LICENSING CLERK (PART-TIME)	2022
DEPARTMENT	MOTOR VEHICLE	
SUPERVISED BY	MOTOR VEHICLE DEPUTY REGISTRAR	
SUMMARY	TRANSFER AND RECORD OWNERSHIP AND LICENSES FOR MOTOR VEHICLES, PROCESS RENEWAL OF AND NEW DRIVERS LICENSES AND IDENTIFICATION CARDS, ASSIST THE PUBLIC IN OBTAINING HUNTING AND FISHING LICENSES FROM THE DEPARTMENT OF NATURAL RESOURCES (DNR).	

DUTIES AND RESPONSIBILITIES

1. Resolve problems and complaints associated with issuance of all licenses and titles while maintaining excellent customer service.
2. Assists the state in transferring and recording motor vehicle records.
 - a) Processes new to state and renewals of standard, real ID, and Enhanced driver's licenses, instruction permits and ID's. Must carefully review documents authenticity for state issued drivers licenses and ID's.
 - b) Title and register new to fleet and new to state vehicles, trucks, trailers, motorcycles and mopeds.
 - c) Transfer used vehicles, trucks, trailers, motorcycles and mopeds.
 - d) Performs required Federal checks on vehicle titles and driver's licenses.
3. Operates camera and related equipment for driver's license pictures. Performs vision test for driver's license applicants.
4. Assists in the preparation of daily reports, correspondence, or other clerical duties associated with motor vehicle transactions.
5. Assists the public with various Department of Natural Resources (DNR) functions, including hunting and fishing licenses, watercraft titles, boat, snowmobile, and off-road vehicle registrations.
6. Responds to public inquiries, over the phone, through email and in-person, on state statues, rules and regulations, as well as provide information on general city services.
7. Maintains all assigned inventory of plate, stickers and transfer stamps.
8. Prepares passport photographs.
9. Prepares mail as required and delivers materials to and from City Center.

10. Pass an annual security test for the Department of Motor Vehicles and the DNR.
11. Pass a vehicle title test every three years.
12. Performs related duties as required.

EQUIPMENT Calculator, personal computer, related software, telephone, credit card machine, scanner and copier.

MINIMUM QUALIFICATIONS High school education or equivalent and 2 years of data and analytical customer service experience. Attention to detail. Must be able to prove US Citizenship and be able to pass a BCA background check and fingerprinting.

DESIRABLE QUALIFICATIONS One year of post-secondary training in office procedures and basic computer skills with related office experience. Prefer some knowledge of motor vehicle records. Ability to communicate effectively and courteously with the public in completing transactions. Three years of previous customer service experience. Ability to understand and carry out oral and written directions and independently initiate and complete work activities. Versatile, flexible, friendly and cooperative. Ability to handle heavy and diverse workloads while maintaining a positive attitude.

WORKING CONDITIONS Part time position, 16-20 hours per week average. Position is scheduled for a standard 16 hours per week with possible additional variable hours to address work load and to provide coverage for other employee short-notice absences, leave, etc. High volume contact with the public. Office is open to the public 8:00 a.m. to 4:00 p.m. Monday through Friday.

Grade 120 Position

Starting Pay Rate: \$20.67 / hour

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR POSITIONS: Administrative, Clerical.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.