

JOB POSTING



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Application review will begin November 2, 2026
Positions open until filled

TITLE	MOTOR VEHICLE LICENSING CLERK (1 PART-TIME & 1 FULL-TIME) 2026
DEPARTMENT	MOTOR VEHICLE
SUPERVISED BY	MOTOR VEHICLE DEPUTY REGISTRAR
POSITION OBJECTIVE	RECORD NEW AND TRANSFER USED VEHICLE OWNERSHIP AND SELL LICENSES FOR MOTOR VEHICLES. PROCESS RENEWAL 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 new motor vehicle records.
 - a) Processes new to state and renewals of Standard, Real, 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, commercial and farm trucks, semi tractor and trailers, commercial and farm trailers, motorcycles and mopeds.
 - c) Transfer used vehicles, trucks, trailers, semi tractors, collector vehicles, 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 or driver's license transactions.
5. Assists the public with various Department of Natural Resources (DNR) functions, including hunting and fishing licenses, watercraft titles, boat, snowmobile, off-road vehicle and motorcycles transfers and registrations, collector snowmobiles and ATV registrations.

6. Responds to public inquiries, over the phone, through email and in-person, on state statutes, rules and regulations, as well as providing information on general city services.
7. Maintains all assigned inventory of plates, stickers and transfer stamps.
8. Verify identity for individuals through LogIn MN for various state programs.
9. Provides public with Crash Reports and Driving Records.
10. Pass an annual security test for the Department of Driver and Vehicle Services and DNR.
11. Pass a vehicle certification test for the Department of Driver and Vehicle Services every three years.
12. Performs related duties as required.

EQUIPMENT

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

REQUIRED QUALIFICATIONS

- **Education/Experience/Certifications**
 - High school education or equivalent
 - Must be able to prove US Citizenship and be able to pass a BCA background check and fingerprinting.
- **Knowledge, Skills, and Abilities**
 - Excellent clerical and organizational skills
 - Attention to detail
 - Mathematical aptitude
 - Ability to stay calm and diffuse situations when customers/coworkers are stressed or upset
 - Ability to understand and comply with data privacy and confidentiality laws
 - Ability to understand and explain instructions, policies, statutes, rules, and procedures to the general public
 - Ability to independently initiate and complete work activities
 - Commitment to provide a level of customer service that meets or exceeds customer and City of Hutchinson expectations
 - Ability to be flexible, friendly, and cooperative with customers/coworkers
 - Ability to display confident, courteous leadership with all customers/coworkers

DESIRABLE QUALIFICATIONS

- **Education/Experience/Certifications**
 - One year of post-secondary training in office procedures
 - Related office experience
 - Three years prior customer service experience
- **Knowledge, Skills, and Abilities**
 - Knowledge of motor vehicle records and/or processes

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. Walk up hours are 4-5:30 Monday through Friday.

Grade 120 Position Range: \$24.411/hour - \$36.617/hour depending on qualifications.

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 stand for long periods of time, occasional sitting, ability to hear and frequent talking. 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 moderate.

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.