JOB POSTING **JOB POSTING**

HUTCHINSON
A CITY ON PURPOSE.

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Apply by Wednesday, November 25, 2026

TITLE	MOTOR VEHICLE DEPUTY REGISTRAR	2026
DEPARTMENT	MOTOR VEHICLE	
SUPERVISED BY	CITY MANAGER	
SUMMARY	THIS POSITION IS RESPONSIBLE FOR THE PLANNING, SUPERVISION AND ADMINISTRATION OF THE MOTOR VEHICLE AND DEPARTMENT OF NATURAL RESOURCES (DNR) LICENSING DIVISIONS IN ACCORDANCE WITH ALL STATE AND LOCAL LAWS, POLICIES AND OPERATING PROCEDURES.	

DUTIES AND RESPONSIBILITIES

1. **Motor Vehicle and DNR Operations**

    a. Reconciles and closes daily reports. Prepares daily bank deposits and replenishes petty can and coin as needed. Collects outstanding funds owed to the office. Audits no fee reimbursements and sends quarterly invoice for LoginMN reimbursement from State of MN.

    b. Acts as the primary liaison with the Department of Motor Vehicles and DNR when conducting difficult transactions and makes required final decisions.

    c. Assists staff in processing a wide variety of licensing transactions in a manner that reflects the City's commitment to providing exceptional customer service. Resolves all customer concerns that cannot be accomplished by Clerks. Reviews errors with clerks and keeps them informed on any new procedures or practices within the Department of Public Safety (DPS) and/or the Hutchinson Motor Vehicle office.

    d. Serves as primary contact with dealership titling clerks to process title work a nd Electronic Vehicle Titling Registration (EVTR) transactions.

    e. Supervises and helps maintain all required Deputy Registrar files, records and inventories. Appropriately handles confidential data.

f. Approves the DMV informational screen in the office and information on the website.

g. Monitors and responds to correspondence received via the city's website helpdesk, via email and mail, concerning questions on motor vehicle registration, titles, driver's license and other issues the public presents.

h. Prepares operating budget for the motor vehicle office and is responsible for monitoring and implementing the adopted budget on a monthly and annual basis.

i. Actively participates in the Minnesota Deputy Registrar Association to help forward pertinent changes in Minnesota State statutes and rules that affect all deputy registrar offices.

j. Other duties as assigned.

2. **Supervision of Staff**

a. Recommends candidates for hire, develops staff, assigns duties and responsibilities, and sets performance standards for staff. Completes annual reviews.

b. Supports and enforces City policies, procedures, operations and safety rules.

c. Determines employee work schedules to maintain adequate staffing levels.

d. Ensures all clerks pass and maintain necessary data privacy and vehicle certification(s).

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

REQUIRED QUALIFICATIONS

- **Education/Experience/Certifications**
  - Associates degree in business administration, business management or closely related field or combination of relevant education and experience may be considered.
  - At least one year, full time experience working in a Minnesota Deputy Registrar's office or performing related Licensing functions, experience using MNDRIVE and Payit systems.
  - Two years of supervisory experience (Two years of experience providing lead direction to staff may substitute for one year of supervisory experience.)
  - Must possess and maintain a valid class D driver's license.

- **Knowledge, Skills, and Abilities**
  - Knowledge of motor vehicle office functions

- Knowledge of the current Minnesota Driver and Vehicle Services System (MNDRIVE).
- Knowledge of the principles and practices of supervision.
- Ability to supervise, direct and evaluate the work of others.
- Experience in high volume service delivery principles, the ability to effectively plan, organize, motivate and direct staff to create and maintain high quality service.
- Demonstrates an ability to understand and respect the diversity of customers and co-workers, effectively communicating with individuals whose first language may not be English.
- Ability to establish and maintain effective working relationships with the public, co-workers and subordinates.
- Ability to communicate effectively both orally and in writing.
- Skill in management of official records and documents.
- Ability to develop and administer division budget.
- Ability to work under pressure.
- Ability to effectively de-escalate situations.
- Ability to compile and prepare involved statistical data.

DESIRABLE QUALIFICATIONS

- **Education/Experience/Certifications**
  - Prior experience preparing a budget
  - Prior experience supervising a staff 4 or more

- **Knowledge, Skills, and Abilities**
  - Fluency in Spanish or other non-English language prevalent in the Hutchinson area

WORKING CONDITIONS

Full time position, typically 40 hours per week. Indoor, office environment with a significant amount of time working at the counter. Constant contact with the public. Office lobby open to the public 8:00 a.m. to 4:00 p.m., walk up window open 4:00pm-5:30pm, Monday through Friday.

Grade 180 – Hourly Pay Range: $37.921 - $56.881

Starting rate depending on qualifications.

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

FOR POSITIONS: Administrative, Clerical (DMV).

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, though high ceilings may cause some echoing of noise within the building.

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.