

MOTOR VEHICLE REPRESENTATIVE – CHAUTAUQUA COUNTY GOVERNMENT OFFICES

COUNTY CLERK'S OFFICE – DEPARTMENT OF MOTOR VEHICLES

Chautauqua County Clerk's Office is accepting applications for a Motor Vehicle Representative in the Dunkirk, NY office. A Motor Vehicle Representative is responsible for examining and processing a wide variety of transactions related to the licensure of operators of motor vehicles and the registration of such vehicles. Responsibilities include the review of license and registration applications and supporting documents; the processing of license and registration documents either manually or through the use of a computer terminal and the computation and collection of associated fees. The work involves extensive interaction with the public and is performed in accordance with State regulations and department policies established by the County Clerk. Work is performed under the direct supervision of a Motor Vehicle Office Supervisor. General supervision is received from the Deputy County Clerk. Does related work as required. This position is full-time at 35 hours per week. Salary starts at \$19.75 with benefits.

Typical Job Duties:

- Receives the public at the counter, information area or by telephone, interviews them to evaluate inquiry, and provides information and/or forms as necessary to complete their transaction;
- Examines mail and counter applications for accuracy and completeness, approves or rejects applications and requests clarifying or additional information as needed;
- Edits and processes each application on the computer terminal to insure that it conforms to established computer codes and enters the appropriate fees and notations; Uses visual screen as required to verify or supplement material;
- Interprets computer rejection responses and takes required action. Refers to supervisor any applications that may require Central Office processing, resolution of insurance problems, determinations as to physical handicaps and any discrepancies in money, plates, documents or other related items;
- Monitors, corrects, and scores written and oral examinations;
- Schedules road test examinations;
- Operates image capture work station for photo licensing and non- driver identification cards;
- Assumes responsibility and accounts for collected fees, prepares a cashier memo of all daily receipts for accounting and audit purposes; Accounts for all documents, stickers, plates and other security items assigned to work station; Secures all monies, stamps, documents and other related items when leaving work station;
- Identifies and reports all overages, shortages and excess fees as defined in department procedures. Reconciles all overages and shortages; Batches work accordingly;
- May be required to perform audit check on monies received and prepare bank deposits to complete the daily accounting and clerical tasks pertinent to the office;
- Performs routine typing and tasks as assigned;
- Compiles data for and assists in the preparation of monthly reports.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Must Meet Minimum Qualifications: Requires graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education *PLUS* two (2) years of clerical experience involving contact with the public.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and ***return it along with copy of your diploma***, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County is an Equal Opportunity Employer