

**CUSTER COUNTY JOB CLASSIFICATION
FOR
MOTOR VEHICLE CLERK**

GENERAL PURPOSE

The principal function of an employee in this class is to provide customer service at the Motor Vehicle counter by processing a variety of vehicle related transactions including, but not limited to; titles of ownership, new registrations, and issuing license plates according to State law and Idaho Transportation Department directives, policies and operating procedures. Keeping oneself current on changing regulations with regard to motor vehicle licensing is an essential function of this job. The nature of the work requires the employee to read, understand and apply changing directives, policies and operating procedures. The principal duties of this class are performed in a general office environment.

SUPERVISION RECEIVED

Works under the guidance and direction of the County Assessor

POSITION OVERVIEW - DUTIES - RESPONSIBILITIES

Selling licenses and/or performing title transactions for all off-road and on-road vehicles; Assure efficient and effective transactions; Verify completed work for accuracy; Performs trouble shooting and resolves complex customer relations issues; Maintaining and balancing a cash drawer, and compiling monthly reports:

Assists the public to process a variety of vehicle title transactions such as new titles, transfer titles, repossession titles, out-of-state titles, dealer titles, and others by completing and witnessing appropriate forms.

Receives cash, checks and credit card payments from the public and issues receipts for all motor vehicle transactions.

Processes registrations for license mail-out system; processes mail-in renewals;

Corresponds with out-of-state banks and loan companies requesting title and notarized contracts as necessary to complete the processing of titles;

Operates computer terminal to update license and title records; Maintains and updates files on a regular basis;

Runs and maintains daily and monthly reports of activities;

Balances cash drawer with daily report; Balances monthly activities with daily and monthly reports and cash; Collect Sales Tax

Provides customer service on all Motor Vehicle Department policies, procedures and practices; explains processes and procedures to the public in person or on the telephone; quotes fee requirements for various types of transactions;

Processes new issues, renewals or updates of motor vehicle registrations received over the counter, mail-in, or internet; sells license plates and stickers and issues receipt(s) for the same. Conducts file searches on registrations for banks, loan companies, and law enforcement agencies when requested; maintains and updates files on regular basis.

Processes rejected titles returned for error or processing problems; makes adjustments or changes to conform title to standards; resubmits title and maintains file on the same.

Reviews documentation provided by dealers and financial agencies to determine completeness and accuracy; enters related data into state records system.

Keeps inventories of motor vehicle forms, license plates, envelopes, stickers, computer paper and cartridges for the motor vehicle department updated; keeps all forms and brochures up-to-date, destroying expired forms and brochures and stickers.

Attends motor vehicle classes as instructed by the Assessor; updating all employees on any changes regarding motor vehicles.

Receive the mail each and every day around 10:30, post the mail each and every day at 1:00 for other county employees to take to the Post Office.

In summary, you can expect from this office an equitable compensation, good fringe benefits, good working conditions, a sympathetic hearing for any grievance or personal problem and an active interest in your working relationship with the County.

In return, I expect from you an honest day's work, a continuing effort to improve your work performance, observance of County policies and rules, conscientious care of machines and equipment and consideration for those working around you.



Custer County Employment Application

Position:

Date:

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. We accord a preference to veterans of the U.S. Armed Services in cases of equal qualifications for available positions.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL INFORMATION

Name (Last, First, Middle)	Telephone Number
Address	Cell Number
City/State/Zip	E-mail Address

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a felony within the last 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Conviction will not necessarily disqualify an applicant from employment.)</small>
If yes, please explain:

EMPLOYMENT HISTORY

Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May We Contact Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Begin With Most Recent Employment

Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number

Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number

MILITARY - Branch of Service:

Describe any military training received relevant to the position for which you are applying:

EDUCATION/TRAINING - Include Technical/Academic Achievements/Courses:

Have you obtained a high school diploma or GED certificate? Yes No

School	Name & Location	Diploma/Degree	Subject Of Specialization
High School			
Undergraduate College/University			
Graduate/Professional			
Specialized Courses			
Specialized Training			

COMPUTER SKILLS

List Specific Computer Skills –

OTHER SPECIAL SKILLS

List Other Specific Skills You Have to Offer for This Job Opening -

REFERENCES - Give the Names of Three Persons Not Related to You:

Name	Address	Telephone	Occupation

APPLICANT'S STATEMENT

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with our without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature: _____ Date: _____

Please submit this application, along with a cover letter, resume to:

Custer County
801 E. Main Ave.
PO Box 385
Challis, ID 83226

Written letters of reference may be included, but are not required, as part of the completed application package.