



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: Chqgov.com

MOTOR VEHICLE REPRESENTATIVE

Permanent Full-Time @ 35 Hours/Week

Salary starts @ \$19.75/Hour

Full Benefits

Chautauqua County Office of the County Clerk is actively seeking qualified applicants to fill a Motor Vehicle Representative position in their Jamestown, New York Department of Motor Vehicles Office. This position is full-time, 35 hours per week starting at \$19.75/hour.

This position is being filled on a provisional basis from all approved applications that are received for this title, pending the outcome of a future dated Civil Service Examination in this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment."

Mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

MOTOR VEHICLE REPRESENTATIVE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this position are 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. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the procedures and practices relating to the issuance of licenses and registrations processed by the office; working knowledge of the pertinent sections of the Vehicle and Traffic Law, and of the rules and regulations of the Commissioner of Motor Vehicles; ability to deal effectively with the public; ability to type with acceptable speed and accuracy; integrity; courteousness; tact; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and two (2) years of clerical experience involving contact with the public.