



Motor Vehicle Job Description

Job Title: Clerk I – Motor Vehicle Department

Job Location: County Courthouse 717 Kansas Ave., Lyndon, KS 66451

Position Type: Part-Time 30 hours per week

Education Level: High-School Diploma required, minimum 2-year college degree preferred

Reports To: County Treasurer

Overview:

Examines, evaluates, and investigates the eligibility of individuals to be licensed to operate vehicles on roadways. Responsibilities:

- Provides information to applicants regarding licensing application procedures.
- Administers oral, visual, written and road test to license applicants for vehicle operator license, motorcycle license, commercial and non-commercial license.
- Performs eye exams.
- Captures records and verifies applicant's information, signature, photograph and/or fingerprints.
- Processes and evaluates applications, records, source documents and various laws and regulations in order to determine eligibility for licensure.
- Researches and resolves complaints.
- Ensures applicants are qualified for a KS driver's license by looking for signs of counterfeiting and fraud.
- Asks follow up questions when indications of possible fraud are evident.
- Determines when an applicant should be required to take a complete test of motor vehicle ability.
- Issue license to individuals meeting standards.
- Collects and records fees for licensure.
- Prepares daily transaction reports.
- May conduct training.
- May involve supervision.
- Perform other duties as assigned by the Treasurer

Qualifications:

- High School Diploma required

- Computer software and hardware skills, Microsoft Office Suite preferred with strong Excel skills
- Office equipment experience; printer, fax, 10-key calculator
- Successful background check and security clearance as required by the State of Kansas
- Kansas State Department of Motor Vehicle systems, including Driver's License systems and equipment
- Outstanding oral and written communication skills
- Accurate cash-handling, balancing, and reporting

Qualities and Attributes:

- Strong mathematical, accounting, and/or statistic principles
- Resourceful self-starter
- Effective time management skills for self and staff
- Hard working dedicated professional
- Exceptional attention to detail
- Excellent proven customer service skills
- Ability to manage simultaneous demands and effectively multi-task
- Willingness to work additional hours, as needed

Physical Requirements:

- Ability to lift up to 40 pounds
- Sit or stand for long periods of time