



POSITION DESCRIPTION

DEPARTMENT: TREASURER

POSITION TITLE: MOTOR VEHICLE/TAX CLERK

GRADE: 3

EMPLOYMENT CATEGORY: REGULAR FULL-TIME

STATUS: NON-EXEMPT

REPORTS TO: TREASURER/DEPUTY TREASURER/ASSISTANT DEPUTY TREASURER

POSITION SUMMARY:

The primary functions of this position consist of working with the general public to do motor vehicle title transactions and issue new license plates, renew existing vehicle registrations and various other vehicle transactions. Also will assist with mailing tax statements, receiving payments of current and delinquent oil & gas, real estate, and personal property taxes as well as problem solving and answering customer questions regarding their taxes.

FUNDAMENTAL JOB DUTIES:

1. Comply with all state statutes and county and departmental policies and procedures.
2. Completes vehicle title work and issues new license plates, renews annual vehicle registrations and issues handicapped placards and plates as well as other specialty plates. Knows and enforces State statutes regarding motor vehicle transactions. Monitors revisions to statutes and procedures made by the State of Kansas and the Division of Motor Vehicles via memo updates, emails and/or other educational seminars or conferences.
3. Assists with oil and gas, real estate and personal property taxes to include accepting payments, processing tax statements and handling customer questions and complaints.
4. Responsible for balancing their cash drawer on a daily basis. Balancing must be made to the computer printout of daily transactions and must be made in a timely fashion.
5. Performs other duties as deemed necessary or as assigned by the County Treasurer and/or the Deputy County Treasurer.

EDUCATION:

High School degree or GED equivalent diploma.

EXPERIENCE / SKILLS:

Prefer some secretarial experience. Experience with Microsoft Word and Excel. Knowledgeable in use of the internet. Ability to use fax machines, calculators, typewriters, copiers and other office equipment. Good communication skills with ability to work well with others. Must have the ability to work independently. Must have the ability to proof own work and that of others. Discretion in work, particularly that in the area of financial information and motor vehicle transactions is necessary and must be maintained.

PHYSICAL REQUIREMENTS / ABILITIES:

Must work closely with the general public and other County/Judicial District employees. Public needs must be the main emphasis, however, occasions of dealing with difficult people will occur. Occasionally lifts and carries objects, not exceeding 50 pounds. This employee must have the stamina to sit for long periods of time and work with multiple interruptions.

WORKING CONDITIONS / ENVIRONMENT:

Well-lighted, climate controlled office.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____