

MOTOR VEHICLE BUREAU SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is varied and difficult clerical and administrative work involving responsibility for planning and supervising all work done in the Motor Vehicle Bureau of the County Clerk's Office. Work is performed under the direct supervision of the County Clerk and in accordance with rules and procedures established by the New York State Department of Motor Vehicles. Supervision is exercised over the work of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, assigns and supervises all work of the Bureau; Instructs new employees in the issuance of a variety of automobile and other types of motor vehicle licenses; Supervises the collection, recording and depositing of monies; Supervises vision and written tests; Makes necessary reports in regard to motor vehicle bureau activities; Orders, receives and checks motor vehicle license plates; Acts as agent for the County Clerk in planning, assigning and supervising all work; Conducts correspondence and provides information regarding licensing and registration; Keeps all employees informed on changes in rules and procedures.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the laws, procedures and equipment involved in the activities of the Motor Vehicle Bureau; good knowledge of business arithmetic and English; ability to plan, lay out and supervise the work of clerical assistants; ability to follow complex directions and prepare correspondence and reports; ability to secure the cooperation of others; good judgment; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (1) Graduation from high school or possession of a high school equivalency diploma; and (2) four years of clerical experience, two years of which must have involved the issuance of licenses, permits or similar work.

Revised 10/24/88

Reviewed 10/7/98

Reviewed 12/22/04