

RAINS COUNTY

JOB DESCRIPTION: MOTOR VEHICLE CLERK

SUMMARY

This position requires that after a designated training period, the successful candidate have a thorough knowledge of automobile registration and titling procedures. He/She has daily contact with the public and is responsible for processing vehicle transactions including, but not limited to, license renewals, dealer transactions, fleet registrations, internet transactions, and title transfers. He/She must collect fees and issue receipts for the Texas Alcoholic Beverage Commission. Accurately input and balance collections. Research, interpret, and apply the Texas Department of Motor Vehicles and the Texas State Comptroller laws. Work closely with all entities such as local dealerships. The successful candidate must be proficient at handling cash and balancing a cash drawer daily. Good customer service skills are a requirement.

DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

- Serve customers at the counter by registering and transferring vehicles, providing assistance with other motor vehicle transactions as required.
- Process dealer transactions for new and used car sales within a 48 hour turnaround.
- Coordinate with the Texas Department of Motor Vehicles and the Texas State Comptroller to respond to citizen requests in a timely and professional manner.
- Maintain work area in a professional and organized manner.
- Perform mailroom duties as requested.
- Be punctual in arrival, break and lunch periods.
- Adhere to county policies as well as additional office policies.
- Accurately maintain filing systems.
- Accurately maintain disabled data.
- Assist in inventory control.
- Process registration renewals and title transactions.
- Process internet renewals.
- Assist customers with specialty and qualifying license plates.
- Assembling title transactions and package reports.
- Answering phone calls with proficiency.
- Be knowledgeable of the Registration and Title Manuals and the State Comptroller Manual and be able to apply them to daily tasks.
- Process reports to county and state departments.
- Accurately complete daily and monthly accounting and/or bookkeeping records.
- Collect fees for Beer and Wine Off Premise Permit Licenses and Liquor Permits.
- Process and balance credit card transactions.
- Collect payments for the Texas Department of Motor Vehicles.
- Collect Sales Tax for the Texas Comptroller of Public Accounts.
- Lift 25 to 30 pound license plate and receipt boxes from the point of delivery to storage areas.