

PRINCIPAL MOTOR VEHICLE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position is a lead worker responsible for training department staff, and is responsible for reviewing the monthly batch audits as required by the State. The Principal Motor Vehicle Clerk is responsible for more complex reviews and more difficult evaluations and supervision activities than those assigned to Senior Motor Vehicle Clerks. Duties require the auditing of all phases of operation of the Motor Vehicle Bureau. The position works under general supervision of the Deputy County Clerk, with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recommends new programs, procedures and methods to achieve better efficiency;

Conducts audits to identify training and educational needs of the department;

Conducts formalized training programs for department staff;

Oversees and makes administrative decisions as they relate to the operation and oversight of the Image Capture Workstation equipment to electronically capture documents to be tied to an Enhanced Driver License transaction;

Keeps abreast of new laws and impending changes to the Vehicle and Traffic Law as they pertain to the bureau so that changes can be initiated promptly and effectively;

Reviews and processes applications for all types of licenses and registrations;

Checks supporting documents such as proof of ownership, insurance coverage, vehicle inspections, etc., adequacy and completeness of information required;

Computes, receives and accounts for license and registration fees, acts as cashier and transmits information using a computer terminal;

Receives, counts, and stores license plates, expenditures and reports for submission to the State Motor Vehicle Department;

Advises applicants in the proper completion of forms and answers routine requests for information;

Prepares a variety of financial and statistical reports;

May provide supervisory coverage, in the absence of the Deputy, of the activities of employees engaged in issuing license plates and registrations, during regular designated hours;

May be required to type minor records and reports for which skilled typing is not necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Motor Vehicle and Traffic Law as they relate to the issuance of licenses and registration;
Good knowledge of the principles and practices of modern account keeping practices;
Good knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to operate a computer terminal;
Ability to identify training needs and train staff where necessary;
Ability to supervise the work of others;
Ability to get along well with others and to deal effectively with the public;
Ability to perform close, detail work involving considerable visual effort and strain;
Tact;
Courtesy;
Accuracy;
Good judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and five years of clerical experience, two years of which must have involved determining eligibility for driver's licenses and vehicle registrations.

Special Requirement: Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced driver's license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law) to comply with the following criteria: 1) must be a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the Federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and

terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

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