

ASSISTANT DIRECTOR OF MOTOR VEHICLE BUREAU

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for the supervision of a small staff in a motor vehicle unit involved in processing transactions related to motor vehicle for the licensing of drivers of motor vehicles and the registration of such vehicles. This position involves the performance of more difficult work as well as responsibility as the assistant to the Director, Motor Vehicle Bureau. The work is performed under the general direction of the Director, Motor Vehicle Bureau. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns and reviews work and instructs new employees in the issuance of a variety of motor vehicle and other type of vehicle licenses;
 Acts as vision, English and oral test examiner;
 Acts as assistant to the Director, Motor Vehicle Bureau and acts as Director in her absence;
 Reviews and makes judgments on the acceptance of supporting documents and evidence in questions relative to the ownership, insurance coverage, vehicle inspection, etc. for adequacy and completeness of information required;
 Performs the more responsible and difficult work in the bureau in testing, application review, public relations and public contact problems;
 Maintains various inventories and records on material and supplies, forms, plates and stickers;
 Makes out periodic reports such as the sale tax reports, daily transactions reports;
 Performs all of the duties involved in the daily clerical routines of a Motor Vehicle Bureau;
 May be required to perform other duties in the Court Clerk's Office during slack periods of time.

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

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma and three years of clerical experience, at least one year of which shall have involved the performance of clerical Motor Vehicle transactions; or
2. Four years experience as described in (1) above, of which one year shall have been in clerical Motor Vehicle transactions; or
3. An equivalent combination of training and experience as described above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

APPROVED: December 3, 1994
 CIVIL SERVICE CLASSIFICATION: COMPETITIVE