

## **Motor Vehicle Department Clerk**

Type of Position: Non-exempt

Reports to: Village Clerk/Manager

Education/Experience:

- High school diploma or high school equivalency credential, such as the General Educational Development (GED) test or High School Equivalency Test (HiSET) and six (6) months of general office, clerical and/or administrative experience. An Associate's Degree will be accepted in lieu of experience.
- Experience working in a Motor Vehicle Division (MVD) office (preferred).

Additional Requirements:

- Technological literacy.
- Possession of a valid New Mexico Driver's License with good driving record.
- Possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or receive a Defensive Driving Course Certification within six (6) months of date of hire.
- Employment is subject to post offer pre-employment criminal background check to include fingerprint checks and is conditional pending results.
- Must be current with all tax reporting/payments.
- Successful completion of required training for both the MVD/TRD and the Village.

Major Tasks and Responsibilities:

- Problem solving.
- Conduct research.
- Maintain customer confidentiality.
- Possess a high level of integrity.
- Must have excellent written and verbal communication skills.
- Perform skilled clerical tasks including the following in accordance with state rules and regulations timely and accurately:
  - Automobile registrations.
  - Title transactions.
  - Drivers' licenses, and other related services.
  - Assist in the collection of motor vehicle fees.
  - Reconcile receipts at the end of each day and prepare daily bank deposit.
  - Assist in the preparation of daily and monthly reports.
  - Assist in the maintenance of subject matter files.
  - Operate an online computer terminal or its equivalent, entering, correcting and recalling data.
  - Verify and correct information in assembled computer printouts.
  - Operate office machines.
  - Provide a comfortable and safe work environment for client and coworkers.

- Answer customer questions, phone calls or emails, making appointments for the MVD, minor housekeeping, closing paperwork.