

MOTOR VEHICLE APPLICATION EXAMINER

Distinguishing Features of the Class: This position involves responsibility for determining eligibility for drivers' licenses and vehicle registration through a review of the applications and a variety of supporting documents. For drivers licenses the incumbent checks documents for accuracy and completeness of information, proof of age, conviction record, record of mental or physical illness and any other supporting documents that may be required. For registrations the incumbent checks documents for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate if required and any other supporting documents. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature, but still allowing for some leeway in the exercise of independent judgment on standard assignments in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The incumbent does related work as required.

Typical Work Activities:

- Reviews and processes applications for all types of licenses and registrations;
- Checks supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc., for accuracy and completeness of information required;
- May conduct vision, road sign, and written tests;
- Receives, counts and stores license plates, forms, and other supplies;
- May assist in the compilation of receipts, expenditures, and reports for submission to the State Motor Vehicle Department;
- Assists applicants in the proper completion of forms and answers routine requests for information;
- Enters data into computer, and checks resulting document for accuracy;
- Uses computer to search records to answer customers' questions, as appropriate;
- Computes, receives and accounts for licenses and registration fees;
- May be required to type minor records for which skilled typing is not necessary;
- Directs applicants in the proper completion of forms and provides routine information;
- Schedules roads tests;
- Collects and records Motor Vehicle fees;
- May perform other duties in the County Clerk's Office during slack periods of time.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of pertinent sections of the Motor Vehicle and Traffic Law as they relate to the issuance of driver's licenses and vehicle registrations;
- Good knowledge of the rules and regulations of the Commission of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law;
- Good knowledge of modern office terminology, procedures, equipment, arithmetic and business English;
- Ability to communicate effectively both orally and in writing;
- Ability to get along with others and to deal effectively with the public;
- Ability to organize and maintain accurate records and files;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;

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- Tact and courtesy;
- Mental alertness;
- Neat appearance;
- Accuracy;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: EITHER:

(A) Graduation from high school or possession of a high school equivalency diploma **AND** one year of clerical experience; **OR**

(B) Three years of clerical experience.

Special Requirement: No employee or agent of the Department of Motor Vehicles shall be involved in the issuance of an enhanced drivers license or non-driver identification card, pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law, unless such employee or agent: 1) is 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, entering into pursuant to 8CFR 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.

01/01/1988

07/13/1993

04/24/2009

CLASS: COMPETITIVE