



**CITY OF SUNLAND PARK, NEW MEXICO**  
**POSITION DESCRIPTION**

<b>POSITION TITLE: MOTOR VEHICLE CLERK</b>	<b>GRADE: 3</b>
<b>DEPARTMENT: MOTOR VEHICLE</b>	<b>FLSA STATUS:</b> <input type="checkbox"/> <b>Exempt</b> <input checked="" type="checkbox"/> <b>Non-Exempt</b>
<b>APPROVED BY:</b> _____ City Manager	_____ Date
_____ Human Resources	_____ Date

*The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.*

**PRIMARY PURPOSE:**

An entry-level position in which an employee carries out a variety of tasks under strict supervision.

**SUPERVISION RECEIVED:**

Work is under supervision and administrative direction. Work is performed with no latitude for independent decision-making. Reports directly to the Motor Vehicle Manager or his/her assistant manager.

**SUPERVISION EXERCISED:**

None

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

Under the strict supervision of the Motor Vehicle Office Manager performs skilled office clerical tasks including providing services to the public necessary for automobile registration, title transactions, drivers licenses in accordance with state rules and regulations, and provide other related services to the public; 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 the daily and monthly reports; assist in the maintenance of subject matter files; may be required to operate an on-line computer terminal or its equivalent, entering, correcting and recalling data; may be required to verify and correct information in assembled computer printouts; may be required to operate copying machine and to answer telephone calls; and to perform additional related duties at the discretion of the Motor Vehicle Manager.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge in computer operations to include data entry with proficient efficiency.
2. Skilled in filing records, sending and receiving faxes, answering telephone calls to provide highly efficient customer service.
3. Skilled in attention to detail.
4. Ability to establish effective working relationships with associates and the public; to understand, follow and instruct subordinates regarding oral and written instructions.
5. Ability to use extreme tact and diplomacy to interact courteously, as well as efficiently and effectively communicate with the public and handle a variety of personal contacts; in addition to maintaining effective working relationship with fellow employees and officials.

**MINIMUM QUALIFICATIONS:****EDUCATION AND TRAINING**

1. High school diploma or certificate of successful completion of the General Educational Development (GED) test.
2. One (1) year training and/or clerical experience.
3. Bilingual proficiency in the English and Spanish languages is desirable.

**LICENSE, CERTIFICATES, OTHER**

1. Valid Driver License
2. Extensive background check

**ENVIRONMENT AND PHYSICAL FACTORS:****WORKING CONDITIONS:**

Work is in an office setting in a high pace environment at times. May be required to attend seminars and training sessions relating to the work performed at the discretion of the Motor Vehicle Office Manager.

The noise level in the work environment is usually quiet in the office.

While performing the duties of this job, the employee occasionally need to leave office to conduct vehicle inspections and be exposed to outside weather conditions.

