

LANDER COUNTY
Job Description
DEPUTY DMV CLERK I
Recorder's Office

Grade: 20

Classification: Deputy DMV Clerk I

Position: Part Time

Probationary Period: 6 months

Probationary Status: Classified

DEFINITION: Under the supervision of the Recorder, assists with the functions associated with the statutory duties of the office of Recorder and has responsibility for assigned tasks.

DISTINGUISHING CHARACTERISTICS: Position is assigned to the Recorder's office and performs duties assigned by the Recorder.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically assigned/performed by employees in this classification. An employee may be assigned duties which are not listed below but which are reasonably related to this classification except in times of emergency.

1. Conduct research as directed by public or Recorder.
2. Assists in registering vehicles and collecting fees for the Department of Motor Vehicles.
3. Assist with surrendering license plates.
4. Assists DMV monitoring supplies.
5. Must be able to work well with money, credit cards, checks, etc.
6. Must take direction well.
7. Assists the Senior DMV Clerk as needed.
8. Travel to out of town meetings/training.
9. Travel to branch office as required.

ESSENTIAL FUNCTION OF THE JOB:

1. Must have the ability to file in a standard filing cabinet.
2. Must have the ability to lift a minimum of 50 pounds.
3. Must have the ability to lift binders of computer paper or large books onto racks above head.
4. Must have the ability to bend or kneel to replace supplies or large books.
5. Must have the stamina to stand for long periods at counter or sitting at a computer when assisting public or other employees.

MINIMUM QUALIFICATION FOR EMPLOYMENT:

KNOWLEDGE AND ABILITY: Knowledge of accounting and balancing procedures; computer skills; office equipment; filing; arithmetic; English grammar and spelling. Ability to efficiently perform a task with distractions or interference; understand verbal communication given by a supervisor, the public, or other organizations; read and understand reports, letters,

maps or other written material; write a memo and/or report; file and locate documents within a filing system; operate office equipment, including computer, copy machine, typewriter and ten key calculator; organize and input data; direct questions and know where to find answers for the public.

EXPERIENCE AND TRAINING: High school diploma or any combination of experience, education and training, which demonstrates possession of desired skills and abilities.

PHYSICAL DEMANDS: Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 50 pounds, files stacks of paper; reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level.

Post Job Offer Doctor's Exam: A post job offer doctor's exam is required to determine if employee can lift up to 50 pounds.

WORKING CONDITIONS: Work is inside with thermostat controlled heating and air-conditioning; usually but not limited to sitting behind a desk, standing at a counter or filing cabinet, climbing stairs.

DRUG SCREEN: A pre-employment drug screening may be required. FBI background check is required.

FLSA STATUS: Non-exempt **Date Approved/Amended** _____

*Nothing in this job description creates any contractual relationship
Between Lander County and Applicant/Employee.
Lander County is an equal opportunity employer.
Lander County is a drug free work place.*

A copy of this job description was received
by _____

This _____ day of _____, _____.

Signed _____