

SUPERVISOR, MOTOR VEHICLE BUREAU

GENERAL STATEMENT OF DUTIES: Has charge of the operation of the Motor Vehicle Bureau; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for overseeing the operation of the Motor Vehicle Bureau involving such activities as issuing license plates, chauffeurs' and operators' licenses, and related clerical and financial operations. Responsibility for handling large sums of money is involved. Direct supervision is exercised over all employees of the Bureau. Work is performed in accordance with procedures established by the State Commissioner of Motor Vehicles and the Vehicle and Traffic Law.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the issuance of license plates and re-registrations;
- Oversees the handling of monies received and prepares reports thereon for the County Clerk;
- Supervises and assists in English, vision and color tests, and the issuance of learners' permits;
- Oversees the count and storage of license plates received;
- Is responsible for considerable correspondence relating to affairs of Bureau;
- Insures that proper procedures exist for providing information to the public.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the State Vehicle and Traffic Law, related Laws, and procedures applicable to the operation of a county Motor Vehicle Bureau; thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; ability to handle routine administrative details independently; ability to plan and supervise the work of others; tact and courtesy; initiative and resourcefulness in the solution of complex clerical problems; good address; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and five years of clerical experience, two years of which shall have been in a responsible supervisory capacity; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid New York State Class D Drivers License at the time of appointment. All Motor Vehicle License Clerks are subject to a criminal background check and a FBI Fingerprint screening and must be a United States citizen.

Competitive Class