

DEPUTY COUNTY CLERK - MOTOR VEHICLES

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing the activities of and supervising the work of all employees in the Motor Vehicle Bureau. The incumbent develops and recommends adoption of internal policies and procedures to provide and maintain the efficient operation of the bureau. Work is performed under the general supervision of the County Clerk in accordance with the provisions of the Vehicle and Traffic Law and Procedures issued by the Commissioner of Motor Vehicles. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation and implementation of departmental policies and procedures for the business administration of the Motor Vehicle Bureau;

Plans, directs and coordinates various functions of the Bureau such as accounting, payroll and clerical;

Assists in the implementation of new programs, procedures and methods in order to achieve better efficiency;

Keeps abreast of new laws and impending changes to the Vehicle and Traffic Law as they pertain to the bureau so that necessary changes can be initiated promptly and effectively;

Assists in the planning and coordination of matters related to the administration and preparation of the budget, personnel matters, and agency procedures;

Enters and retrieves data through the use of a computer terminal;

Trains, supervises, evaluates and disciplines staff;

Coordinates the Motor Vehicle Bureau's purchases with vendors and Purchasing Division;

Disseminates information to the public on all phases of the law and procedures relating to Motor Vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTIC:

Thorough knowledge of pertinent sections of the Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;

Good knowledge of the principles and practices of public administration;

Good working knowledge of the principles and practices of modern account keeping and budget control;

Ability to plan and supervise the work of others;

Ability to analyze and resolve complex problems;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to prepare correspondence and reports;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to operate a computer terminal;

Ability to deal with customers with tact and sensitivity;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Four year degree and one year supervisory experience; or
- B) Two year degree in Business or related field and three year supervisory experience.