

**JOB TITLE:            Motor Vehicle DEPARTMENT CLERK**

**MAJOR FUNCTIONS AND SPECIFIC DUTIES:**

The motor vehicle department is responsible for renewing plates/validation stickers and transferring ownership documents for the residents of Buena Vista County. This is done in strict compliance of Iowa Laws, departmental rules and established policies and procedures. Motor Vehicle collects all fees including use tax, titles, liens and surcharges. We also file liens for financial institutions on vehicle titles.

Daily Duties will include:

- Computer usage
- Wait on Counter
- Process in-coming mail
- Answer telephone
- Keep supplies stocked
- Work with obsolete title reports, including pulling the obsolete titles each day.
- Issue duplicate titles and plates
- Process refunds
- Run mail thru postage meter
- Learn new procedures and laws when passed
- Must be able to lift 30 pounds
- Must be able to bend to pull paperwork from filing cabinets
- Adhering to the Privacy Act, and the confidentiality of all Department of Transportation's Rules
- Other duties assigned by Treasurer or Deputy

This position will require standing and waiting on the counter, public interaction a large percentage of the time, and dealing with public inquiries via phone and email. This requires patience and the ability to understand and work with all required facets of the job.

**JOB TITLE:            Motor Vehicle Deputy and Second Deputy**

**MAJOR FUNCTIONS AND SPECIFIC DUTIES:**

The motor vehicle department is responsible for renewing plates/validation stickers and transferring ownership documents for the residents of Buena Vista County. This is done in strict compliance of Iowa Laws, departmental rules and established policies and procedures. Motor Vehicle collects all fees including use tax, titles, liens and surcharges. We also file liens for financial institutions on vehicle titles.

Daily Duties will include:

- Computer usage
- Wait on Counter
- Process in-coming mail
- Answer telephone
- Keep supplies stocked
- Work with obsolete title reports, including pulling the obsolete titles each day.
- Issue duplicate titles and plates
- Process refunds
- Run mail thru postage meter
- Learn new procedures and laws when passed
- Must be able to lift 30 pounds
- Must be able to bend to pull paperwork from filing cabinets
- Get Deposits balanced and ready for Treasurer
- Month End Reports and Balancing
- Adhering to the Privacy Act, and the confidentiality of all Department of Transportation's Rules
- Other duties assigned by Treasurer or Deputy

This position will require standing and waiting on the counter, public interaction a large percentage of the time, and dealing with public inquiries via phone and email. This requires patience and the ability to understand and work with all required facets of the job.