

EMMET COUNTY

POSITION: Motor Vehicle Clerk

DEPARTMENT: Treasurer Office

REPORTS TO: Motor Vehicle Supervisor and Emmet County Treasurer

General Summary of Motor Vehicle Personnel Job Duties:

- Perform issuance of titles and registrations of motor vehicles and trailers.
- Work in office where multi-tasking and interruptions often occur.
- Ability to stand for prolonged periods.
- Ability to read and interpret the Code of Iowa.
- Accuracy and efficiency in office work.
- Ability to handle difficult customers and remain calm in stressful situations.
- Must pass pre-employment physical and drug screen.
- Possess and keep an Iowa Driver's License.
- Ability to work under pressure, meet deadlines, and follow directions.
- Answer telephone and communicate information to callers.
- Maintain a high level of confidentiality and security of information.
- Basic knowledge of computers and Windows operating systems.
- Knowledge of Word and Excel operating systems.
- Ability to lift boxes weighing 10 – 45 lbs. from one area of building to another.
- Later would be required to cross train in other departments of office.
- Required to cross train in driver's license.
- Other duties as assigned.

Wages: Salaried at \$15.00 Hour; job performance raise in 6 months.

Benefits:

- Single insurance coverage free, family at a cost.
- IPERS
- Vacation after six months is 5 days, one year 10 days, 7 years is 15 days, 15 years is 20 days.
- 1 Personal Day after 1 year; 2 Personal Days after 15 years.
- Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving Day and Friday following, December 24 (if scheduled work), Christmas Day.

Hours:

- Monday through Friday 8:00 am to 4:30 pm with 1 hour lunch.

Emmet County Iowa

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary:\$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____