

# 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:**

- Issuance of titles, registrations and liens of motor vehicles and trailers.
- Ability to county money and make change.
- Balance cash drawer daily and prepare motor vehicle reports.
- Possess strong communication skills, both verbal and written.
- Work in office where multi-tasking and interruptions often occur.
- Ability to stand for prolonged periods.
- Operate computer, copier, scanner, fax, adding & postage machine.
- Ability to learn and retain a vast amount of information and procedures.
- Detail oriented and efficient in office work.
- Ability to work with the public under stressful situations.
- Must pass pre-employment physical.
- Possess and keep an Iowa Driver's License.
- Ability to work under pressure, meet deadlines, and follow directions.
- Assist customers in person, by phone, email with questions and requests.
- Maintain a high level of confidentiality and security of information.
- 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 the office.
- Other duties may be required or assigned.

**Wages:** Salaried: 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, 4<sup>th</sup> 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.