

EMMET COUNTY TREASURER

POSITION: Driver License Clerk

REPORTS TO: DL Supervisor &
Emmet County Treasurer

General Duties:

- Perform issuance of Iowa Driver's License and Identification Cards.
- Enter data, collect fees, vision screening, take photo, and scan on Program.
- Being in compliance with State & Federal Regulations.
- Determine authenticity of identification and type needed for specified license.
- Accuracy and efficiency in office work extremely important.
- Maintain a high level of confidentiality and security of information.
- Required to possess and keep an Iowa Driver's License.
- Evaluation of applicant's ability to have a License.
- Administer oral tests and road drive tests when needed.
- Weekly and Monthly reporting and submitting documents.
- After hire, must successfully complete training, certification, and background check.
- Ability to read and comprehend instructions.
- Adapt to changes and keep updated with new policies & procedures.
- Ability to handle difficult customers and remain calm.
- Ability to work under pressure, meet deadlines.
- Answer office telephones and communicate information to callers.
- Basic knowledge of computers, Windows and Internet.
- Outlook, Word and Excel operating systems.
- Maintain good working relationship with co-workers and general public.
- Be reliable responsible, and dependable in fulfilling obligations.
- Later would be required to cross train in other departments of office.

WAGES: Starting \$19.56 hour

BENEFITS:

Vacation – Personal Days - Holidays – Sick Days – Medical & Life Insurance

HOURS: Monday thru Friday 8:00 AM to 4:30 PM with one-hour lunch

Physical Demand

Assisting elderly in sitting and rising from a chair, wheel chair assistance.
Lifting boxes from one area of building to another. (Approximately 10 to 45 lbs.)