

## MOTOR VEHICLE APPLICATION EXAMINER

GENERAL STATEMENT OF DUTIES: Reviews and processes all types of transactions related to the licensing of drivers of motor vehicles and the registrations of such vehicles; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for determining eligibility for drivers' licenses and vehicle registration through a review of the applications and a variety of supporting documents. For drivers' licenses, a check must be made of the application itself for accuracy and completeness of information, proof of age, conviction record, record of mental or physical illness, and any other supporting documents that may be required. For registrations, a check must be made of the application itself for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate, if required, and any other supporting documents. While the operation of the terminal device is not ordinarily a responsibility of this class, incumbents must have a knowledge of what information is required for terminal input and the proper coding and editing procedures. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature, but still allowing for some leeway in the exercise of independent judgement.

EXAMPLES OF WORK: (Illustrative only)

- Reviews and processes applications for all types of licenses and registrations;
- Checks supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc., for adequacy and completeness of information required;
- May conduct vision, road sign, and written tests;
- Receives, counts, and stores license plates, tabs, forms, and other supplies;
- May assist in the compilation of receipts, expenditures, and reports for submission to the State Motor Vehicle Department;
- Assists applicants in the proper completion of forms and answers routine requests for information;
- May be required to type minor records and reports for which skilled typing is not necessary;
- May perform other duties in the County Clerk's Office during slack periods of time.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of procedures relating to the issuance of drivers' licenses and vehicle registration; good knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; good knowledge of arithmetic and English; ability to get along well with others and to deal effectively with the public; tact and courtesy; mental alertness; neat appearance; accuracy; good physical condition.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of a high school equivalency diploma;

OR

B) One year of clerical office experience.

Approved October 2, 1969 by New York State Motor Vehicle Department and Municipal Service Division, New York State Civil Service Department.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/17/70

Revised: 5/5/81