

MOTOR VEHICLE CASHIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves processing drivers' license applications and motor vehicle registrations through the use of a computer terminal connected to New York State Department of Motor Vehicles central computer. Duties are performed under the general supervision of the Motor Vehicle Bureau Director or Senior Motor Vehicle Cashier in accordance with established procedures. A Motor Vehicle Cashier does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives approved license and registration documents for processing using a computer terminal;
- Reviews forms for approval by Motor Vehicle Application Examiner and processes transaction indicated on forms;
- Types and verifies data from source documents for input and processing;
- Determines type or cause of malfunction or rejection response and takes appropriate action;
- Requests Additional data from applicant if central computer is unable to process transaction;
- Computes fees, collects payments, and makes change;
- Examines money for counterfeits;
- Periodically reconciles transactions and money received;
- Reports transactions by category;
- Makes out bank deposit slips and delivers reports, deposit slips, and receipts;
- May perform the duties of a Motor Vehicle Application Examiner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of procedures related to the issuance of drivers' licenses and vehicle registration; good knowledge of the rules and regulations of the Department of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; working knowledge of business arithmetic and English; ability to deal effectively with the public in a tactful and courteous manner; ability to make change accurately and rapidly; ability to type accurately at a rate of 25 words per minute; ability to make arithmetic computations rapidly and accurately; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience processing vehicle registrations and/or drivers' licenses.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 9/28/82