

## **MOTOR VEHICLE APPLICATION EXAMINER**

**DISTINGUISHING FEATURES OF THE CLASS:** This class involves responsibility for determining eligibility for driver's 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 say 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, sales tax and any other supporting document that may be required. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature but still allowing some leeway in the exercise of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reviews and processes applications for all types of learner's permits, licenses and registrations;

Checks supporting documents such as proof of ownership, insurance coverage vehicle inspection, sales tax, etc. for adequacy and completeness of information required;

Computes, receives and accounts for licenses and registration fees;

Conducts vision, road sign and written tests;

Receives, counts and stores license plates, tabs, forms and other supplies;

Operates a camera, taking photographs of applicants for driver's licenses;

Assists 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 questions and requests for information;

May be required to type minor records and reports for which skilled typing is not a requirement.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of pertinent sections of the Motor Vehicle and Traffic Law as they relate to the issuance of licenses and registrations; working knowledge of office terminology, procedures and equipment; working knowledge of arithmetic and English; ability to get along well with others and deal effectively with the public; tact and courtesy, mental alertness; accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience; **OR**
- B. Three (3) years of clerical experience; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY  
4370 MV APP EX  
Classification: Competitive  
Grade: 7  
Union: CSEA

Adopted: April 11, 1978  
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