

MOTOR VEHICLE CASHIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting clients and processing various transactions in the Ulster County Motor Vehicle Department. The incumbent is responsible for reviewing and verifying documents and processing vehicle driver licenses, learner's permits, non-driver identifications, amendments to driver licenses and registrations, registrations, commercial driver's license (CDL) permits, title only transactions, new license plates, plate surrenders or transfers and enforcement transactions. The work also involves the computation and collection of fees in the form of cash, checks, money order and credit cards, for which the incumbent is held personally responsible. The work is performed under general supervision of a higher-level employee with supervisory employees deciding questions of an unusual nature. Supervision is not a function of this class. 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 verifies applications, forms and supporting documents for accuracy and completeness, and if necessary assists the client in the process;

Reviews and verifies supporting documents visually and by scanning using a Document Scanning Workstation (DSW), which is linked to the New York State Department of Motor Vehicles;

Edits applications to insure conformity to established computer codes, notes proofs submitted and returns proofs not requiring attachment, approving the application by signature and date of transaction;

Reviews sales tax documents and amounts submitted, checks for differing rates by geographic location, and ensures taxes are collected in accordance with tax regulations;

Accepts or rejects an applicant's application based on evaluation of validity and accuracy of information submitted, may request additional clarifying information if needed, and if necessary explain personally to the applicant the reason for rejection of their application;

Processes vehicle driver licenses, learner's permits, non-driver identifications, amendments to driver licenses and registrations, registrations, CDL permits, title only transactions, new license plates, plate surrenders and transfers;

Enters pertinent data by keying into a computerized processing system linked to the New York State Department of Motor Vehicles;

Photographs clients, conducts eye test examinations when necessary and administers written tests for various classes of licenses and permits;

Calculates fees and collects payments in the form of cash, check, money order or credit card;

Reconciles transactions and money received and has the supervisor and bookkeeper verify that they match the transactions in the computer system;

Accounts for all documents, registration stickers and license plates that are used and unused in the work area;

May process enforcement transactions including conditional licenses, restricted licenses, insurance lapses, ticket clearances, payment of dishonored checks and Drinking Driving Programs (DDP);

May perform other clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the New York State and Motor Vehicle and Traffic Law as they relate to the issuance of driver's licenses, titles and vehicle registrations; good knowledge of office terminology, procedures and equipment; working knowledge of arithmetic and English; ability to make arithmetic computations quickly and accurately; ability to operate a computer terminal; ability to get along well with others and deal effectively with the public; ability to understand and interpret written information; ability to type accurately on a computer keyboard; clerical aptitude; mental alertness; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid or its part-time equivalent account clerical experience; **OR**
- B. Three (3) years of full-time paid or its part-time equivalent account clerical experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement: Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced drivers license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic law) to comply with the following criteria: 1) must be a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

Motor Vehicle Cashier

4391 MV CASH PT

Classification: Non-Competitive

Grade: 9 (Reallocated 9/30/2019)

Union: CSEA