

SENIOR MOTOR VEHICLE CASHIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assuring efficiency in the work being performed by the Motor Vehicle Cashiers in their day to day activities in the Ulster County Motor Vehicle Department. The incumbent is responsible for supervising and overseeing the processing of the issuance of vehicle driver licenses, learners permits, non-driver identifications, amendments to driver licenses and registrations, registrations, commercial driver license (CDL) permits, title only transactions, new license plates, license plate surrenders and transfers, and enforcement, and when necessary may assist in the processing. An employee in this class also handles and is personally responsible for large sums of money, documents, license plates and stickers. The work is performed under the general supervision of a Deputy County Clerk with considerable leeway allowed for the exercise of independent judgement. Direct supervision is exercised over the work of Motor Vehicle Cashiers and other subordinate staff. 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.

Assures efficiency in the work being performed by the Motor Vehicle Cashiers in their day to day activities in the Ulster County Motor Vehicle Department;

Supervises, oversees and may assist in the processing of transactions including vehicle driver licenses, learners permits, non-driver identifications, amendments to driver licenses and registrations, registrations, CDL permits, title only transactions, new license plates, license plate surrenders and transfers, and enforcement;

Monitors an automated computerized numbering system (Q-Matic), from which a client picks a number, which in turn is automatically distributed to a Motor Vehicle Cashier;

Assists Motor Vehicle Cashiers in the scanning of client's documents for authentication and storage, by use of a computerized system called a Document Scanning Workstation (DSW), which is linked to the New York State Department of Motor Vehicles;

Reviews the requirements needed and grades applicants written examinations for CDL's and enters results in the DMV computer system;

Conducts and performs work audits on the Motor Vehicle Cashiers daily transactions;

Assists in resolving recurring problems regarding enhanced driver licenses, CDL permits, insurance errors, titles, etc., and may contact outside agencies for assistance;

Resolves problems that may arise in enforcement processing and advises the client;

Verifies and checks the Motor Vehicle Cashiers cash drawer for discrepancies, at the end of the work day, and if needed assists in finding the overage or shortage;

Opens and closes the daily activities by disarming and arming an alarm system, opening and closing a safe, unlocking and locking a cabinet containing sensitive documents, money, registration stickers and license plates, and retrieves the daily and monthly reports to forward to the accounting department;

Prepares a daily schedule for the Motor Vehicle Cashiers for review by the Deputy County Clerk;

Trains new Motor Vehicle Cashiers in the performance of operations;

May perform other clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough 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 Laws as they relate to the issuance of driver licenses, titles and vehicle registrations; good knowledge of office terminology; working knowledge of arithmetic and English; ability to supervise the work of others; ability to organize work effectively; 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 make arithmetic computations quickly and accurately; clerical aptitude; tact; courtesy; mental alertness; accuracy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid or its part-time equivalent account clerical experience in a motor vehicle agency; **OR**
- B. Four (4) years of full-time paid or its part-time equivalent account clerical experience in a motor vehicle agency; **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.

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ULSTER COUNTY

6360 SR MV CASH

Classification: Competitive

Grade: 11 (Reallocated 9/30/2019)

Union: CSEA

Adopted: January 31, 1980

Revised: August 14, 2019