

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Revised: 10/14/08

MOTOR VEHICLE BUREAU SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for planning, coordinating and directing the activities of the County Motor Vehicle Bureau. The work involves directing the employees involved in the processing and issuing of a wide variety of licenses and registrations. Responsibilities include the handling of, and accounting for, large sums of money. Supervision is exercised over clerical employees through subordinate Assistant Motor Vehicle Bureau Supervisors. The work is performed in accordance with procedures established by the State Bureau of Motor Vehicles, and the Vehicle and Traffic Law. General supervision is received from the County Clerk. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes, coordinates and directs the work of employees in the Utica and Rome offices of the Bureau;

Answers incoming correspondence concerning requirements for motor vehicle and boat licenses and titles;

Plans work schedules, issues detailed instructions on special projects and reviews the work of subordinates;

Trains new staff in the tasks they are to perform;

Ascertain that titles are filed for motor vehicles in a correct manner and that sales taxes are collected as specified;

Reviews registrations on a daily basis to ascertain that they are properly filed and completed;

Oversees accounting activities to ascertain that funds received are properly accounted for, and that such accounting is made in accordance with procedures specified;

Ascertain that reports required by the State are prepared promptly and submitted on time;

Oversees the activities of cashiers to ascertain that funds and fees are collected, handled and accounted for in a proper manner;

Prepares a wide variety of reports and conducts special studies as required;

Supervises the receipt, unloading and storage of license plates;

Prepares and sends supply requisitions to the State Bureau of Motor Vehicles;

Confers with care dealers, trucking companies and the general public regarding vehicle registration problems.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the State Vehicle and Traffic Law, and related laws and procedures applicable to operation of a County Motor Vehicle Bureau; thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; ability to handle routine administrative details independently; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with employees, officials and the general public; tact and courtesy; initiative and resourcefulness in the solution of complex clerical problems.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in office technologies, business management or a closely related field **AND** four (4) years of clerical or general business experience; two (2) years of which must have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience, as described in (A) above; two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Prior to appointment, the Department of Motor Vehicles will perform both **citizenship verifications** and **criminal history checks** for DMV employees per compliance with Section 7209 of the Intelligence Reform and Terrorism Prevention Act of Two Thousand Four, Public Law 108-458, and procedures promulgated thereto by the Department of Homeland Security for issuance of Enhanced Drivers Licenses (EDLs) or identification cards.

Adopted: 03/02/82
Revised: 11/20/95, 05/09/07, 10/14/08

Title in promotional series: Motor Vehicle Representative, Senior Motor Vehicle Representative, Assistant Motor Vehicle Supervisor, Motor Vehicle Bureau Supervisor