

HALL COUNTY TREASURER'S OFFICE

TREASURER'S OFFICE MOTOR VEHICLE REPRESENTATIVE

Incumbents assigned to this classification may do all or some of these tasks.

NATURE OF WORK

Under supervision from County Treasurer and/or Deputy Treasurer, is responsible for performing a wide variety of complex clerical functions, involving moderately complex general office duties which require the application of independent judgment and interpretation of policies and regulations, while serving the public in collecting taxes for the political subdivisions of Hall County and various fees for the State of Nebraska.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

MOTOR VEHICLE REPRESENTATIVE

Process titles for motor vehicles, generate repossession, duplicates and salvage titles and any other
As required by law and type title liens
Confirm proper insurance
Verify all documents from private parties, dealers & lien holders to ensure they are complete and
Accurate
Issues new and renew motor vehicle registrations and issue motor vehicle refunds
Collects money for title fees, registration fees, motor vehicle tax and motor vehicle fees
Calculate and collect state and city sales tax on motor vehicles and new tire fees
Issues boat and snowmobile registrations and calculate and collect state and city tax on motorboats
Accurately enter and process information into the VicToRy program
Maintain yearly binders that consist of Form 457, Fleet insurance, Form 2290, and any other forms
Needed to keep accurate records
Accurately maintain assigned cash drawers with cash, checks and credit cards.
Inventory and stock counter area supplies, license plates, renewal stickers and boat stickers
Trouble shoot and problem resolution specific to titles, odometers, power of attorneys, etc
Verify and send handicap forms to DMV
Current knowledge of laws and legislation in regards to titling and registration
Move and lift boxes of license plates in the new plate year up to 50 lbs and put on shelving up to
12 feet high Also verifying the plates are all accounted for.
Provide customer service to residents titling and registering their vehicles and maintain a
Professional, calm manner and taking care of them quickly & efficiently
Communicate with the general public all day everyday via phone, in person, fax and email
Answers telephone; directs caller, takes messages or provides appropriate information

Any other task at hand given by the Treasurer or Deputy Treasurer

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of cash management methods including reconciliation and documentation of funds,
Knowledge of modern office methods and record keeping,
Ability to operate a variety of office machines involving the use of typing skills,
Ability to learn and interpret rules and regulations,
Skill in the operation of a variety of computer consoles and peripheral equipment,
Ability to read and write English and numerals with accuracy and legibility,
Ability to follow written and oral instructions and to maintain cooperative working relationships,
Ability to interact tactfully and courteously with the general public

WORKING CONDITIONS

Normal office hazards are encountered, i.e., prolonged sitting and standing, data entry, stooping, along with the stress derived from dealing with the public and changes in office routine and Nebraska State Statute. Subjected to communicable disease, colds and flu. Exposed to verbal abuse from disgruntled customers in a wide variety of situations.

DESIRABLE TRAINING AND EXPERIENCE

High School Graduate or equivalent with experience in performing moderately complex clerical work involving considerable public contact.

MINIMUM QUALIFICATIONS

High School Graduate or equivalent supplemented by some experience in performing relevant clerical functions or any equivalent combination of training and experience which provides the desirable knowledge, skills and abilities.