

BLAINE COUNTY

POSITION DESCRIPTION

POSITION: Motor Vehicle & Tax Clerk

DEPARTMENT: Blaine County Treasurer's Office

ACCOUNTABLE TO: Blaine County Treasurer

SUMMARY OF WORK:

Assist the public with motor vehicle registrations and titles. Check paperwork to insure everything is complete and correct. Sell receipts for driver's licenses. Collect money for current and delinquent property taxes. Balance current and delinquent taxes.

JOB CHARACTERISTICS:

Nature of work: Must be able to handle large amounts of money and counting back change.
Learning two computer systems:

1. State Motor Vehicle Computer – Registering new and used vehicles, TRP's, Verifying Insurance, Credit Card payments through Official Payments, Sell Driver's License receipts, etc.
2. County Computer – Daily receipting of property taxes and miscellaneous receipts, etc.

Keep daily log of checks and type daily deposit. Balance checking accounts, need to be familiar with word and excel programs. Various filing of motor vehicle receipts, driver's license receipts, etc. Must be able to be pleasant and deal with stress of dissatisfied people and deadlines. Must be able to work with frequent interruptions and keep a positive attitude. Deals with sensitive information and adheres to standards of confidentiality. Constant daily contact with the public in person and by phone. Establish effective working relationships with fellow employees. Work as a team. Need to be able to work independently with little supervision. There is occasional lifting of heavy boxes of license plates and tax receipts. Legible hand writing and accuracy are a must. Learn to Balance Daily – This job is rotated monthly per each employee. Enter title work from daily mail and titles dropped off by dealers. Post daily mail going out from our office. Keep track of Motor Vehicle inventory.

Fold and sort tax notices three times a year for: April Mobile Homes – May Personal Property – October Real Estate. Send delinquent letters for Real Estate, Mobile Homes

and Person Property Taxes. Prepare Writs of Execution for Mobil Homes and Personal Property to be given to the Sheriff for collection. Job duties may vary as the job is learned.

REQUIREMENTS:

Testing through Job Service for typing, 10 key, and data entry.

SKILLS:

This position requires skills in dealing with people; balancing transactions; operating a computer, calculator and other office equipment.