

Motor Vehicle and Tax Clerk

Blaine County has an opening in the Treasurer's Office for a Motor Vehicle and Tax Clerk. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Motor Vehicle and Tax Clerk

DEPARTMENT: Blaine County Treasurer's Office

ACCOUNTABLE TO: Blaine County Treasurer

DATED: January 06, 2023

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

JOB CHARACTERISTICS:

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

Learning two (2) computer systems:

1. State Motor Vehicle Computer – Registering new and used vehicles, Temporary Registration Permits, Credit Card payments through Certified Payments, sell Driver's License & provide receipts.
2. County Computer – Daily receipting of property taxes and miscellaneous receipts.

Keep a daily log of checks and type daily deposit. Balance checking accounts. Be familiar with Microsoft Word and Microsoft Excel programs. 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. Deal with sensitive information and adhere to standards of confidentiality. Will have constant daily contact with the public, in person, by phone and via email. 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 handwriting and accuracy are a must. Learn to balance daily. Enter title work from daily mail and titles dropped

off by dealers. Post daily mail going out from the Treasurer's Office. Keep track of motor vehicle inventory. Submit claims for Ambulance billing.

Send delinquent letters for Real Estate, Mobile Homes, and Personal Property taxes. Prepare Writs of Execution for Mobile Homes and Personal Property to be given to the Blaine County Sheriff's Office for collection. Job duties may vary from day to day. Must be able to follow instructions both orally and written and complete the job or task you may be assigned in a timely fashion.

Personal Contacts: Daily contact with Blaine County Treasurer (Supervisor), other employees, and the public.

Supervision Received: Supervision from the Blaine County Treasurer in the form of frequent contact by face to face, telephone, or email as needed.

PHYSICAL REQUIRMENTS:

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and occasionally lifting/carrying up to 25/50 lbs.

REQUIRED KNOWLEDGE AND SKILLS

Position requires skills in dealing with the public, balancing transactions, operating a computer, calculator, and other office equipment.

Must have good organizational skills.

Once hired, must pass a background check, and submit fingerprints for access to the state motor vehicle computer.

**Motor Vehicle and Tax Clerk
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of work week is at the discretion of the supervisor
Salary:	\$20.31 per hour: \$42,244.80 annually ***85% is for the first six (6) months: \$17.26 an hour ***90% is for month 7 to 12: \$18.28 per hour
Health Insurance:	County contributes \$1,035.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.97% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	Twelve (12) Months