ASSISTANT MOTOR VEHICLE DIVISION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is difficult clerical work involving responsibility for assisting in planning and supervising the clerical activities in the Motor Vehicle Division. Work is performed under general supervision of the Motor Vehicle Division Supervisor. Supervision is exercised over the work of a number of clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the administration and coordination of the activities of employees of the Motor Vehicle Division;
Provides information to the public on law and procedures relating to motor vehicle registration;
Administers vision and written tests;
Assists in the collection, recording and deposition of monies;
Assists in the preparation of a variety of activity reports on a regular basis;
Composes and types routine correspondence requiring a knowledge of Division operations and regulations;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of the laws, procedures and equipment involved in the activities of the Motor Vehicle Division; working knowledge of business arithmetic and English; ability to plan, lay out and supervise the work of clerical employees; ability to type at an acceptable rate of speed; ability to follow complex directions and prepare correspondence and reports; ability to secure the cooperation of others; good judgment; initiative; integrity.

MINIMUM QUALIFICATIONS: Either

a) Associates degree or completion of two (2) years of post-secondary level coursework, and two (2) years of clerical experience; or

b) Graduation from a high school or possession of a comparable diploma and four (4) years of clerical experience; or

c) An equivalent combination of training and experience as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.