

MOTOR VEHICLE CASHIER-EXAMINER (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for determining eligibility for drivers licenses, vehicle titles and vehicle registrations through review of applications and supporting documents. Attention to detail is required in determining accuracy and completeness of applications. Considerable contact with the public is required. Additionally, ability to speak English and Spanish fluently and to understand, read, write and translate both in English and Spanish is required for this position. Work is performed under general supervision with some leeway allowed for the exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and processes applications for all types of licenses, titles and registrations;
Checks supporting documents such as proof of ownership, insurance coverage, proof of sales tax payment, vehicle inspection, etc. for adequacy and completeness of information required;
Checks driver license applications for accuracy and completeness of information, proof of age, conviction records, record of mental or physical illness and any other supporting documents that may be required;
Checks vehicle registration and title applications for accuracy and completeness of information, proof of ownership, payment of sales tax, insurance coverage, vehicle inspection certificate if required and any other supporting documents;
Computes, receives and accounts for license and registration fees and sales tax payments;
Enters and retrieves information by typing on a computer terminal in the processing and production of licenses, titles and registrations;
May conduct vision, road sign and written tests;
Receives, counts and stores license plates, tabs, forms and other supplies;
Assists in the compilation of receipts, expenditures and reports for submission to the State Department of Motor Vehicles;
Assists applicants in the proper completion of forms and answers routine requests for information;
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 pertinent sections of the Motor Vehicle and Traffic Law as they relate to the issuance of licenses, titles and registrations; good knowledge of office

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terminology, procedures and equipment; working knowledge of arithmetic and English; ability to speak English and Spanish fluently and to understand, read, write and translate both in English and Spanish; ability to type at an acceptable rate of speed; ability to establish effective working relationships; ability to deal effectively with the public; tact and courtesy; mental alertness; accuracy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents.

SUBSTITUTION NOTES:

1. Additional years of clerical experience may be substituted for the high school requirement on a year for year basis.
2. Additional years of education may be substituted for the experience requirement on a year for year basis.

SPECIAL REQUIREMENTS:

1. Fluency in understanding, speaking, reading, writing and translating Spanish and English.
2. Must be able to type with accuracy and at an acceptable rate of speed.