

## MOTOR VEHICLE DIVISION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is varied and difficult clerical and administrative work involving responsibility for planning and supervising all work in the Motor Vehicle Division. Work is performed under the general direction of the County Clerk and in accordance with rules and procedures established by the New York State Department of Motor Vehicles. Supervision is exercised over the work of subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)  
Plans, designs and supervises all work of the Division;  
Instructs new employees in the issuance of a variety of automobile and other types of motor vehicle licenses;  
Supervises the collection, recording and depositing of monies;  
Supervises vision and written tests;  
Makes necessary reports in regard to motor vehicle bureau activities;  
Assists in the preparation of the division budget;  
Orders, receives and checks motor vehicle license plates;  
Interviews and hires temporary clerks;  
Oversees the operation of Motor Vehicle sub-station offices;  
Conducts correspondence and provides information regarding licensing and registration;  
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: Thorough knowledge of the law, procedures and equipment involved in the activities of the Motor Vehicle Bureau; good knowledge of business arithmetic and English; ability to plan and supervise the work of clerical assistants; ability to communicate effectively both orally and in writing; ability to establish effective working relationships; ability to secure the cooperation of others; good judgment; initiative; integrity.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and four (4) years of progressively responsible clerical or account keeping experience, two (2) years of which shall have been in a supervisory capacity.

### PROMOTION:

Two (2) years experience as an Assistant Motor Vehicle Division Supervisor.