



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **MOTOR VEHICLE BUREAU SUPERVISOR**
Jurisdictional Class: Competitive
Civil Division: Motor Vehicle Bureau
Adoption: CSM 6/19/02
Revised: CSM 9/19/18

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for directing the day-to-day operations of the Motor Vehicle Unit in the County Clerk's Office. The incumbent oversees and assigns tasks to the Senior Motor Vehicle Cashiers. The incumbent oversees the issuance of all permits, all licenses, registrations and enforcements for the operation of motor vehicles, as well as related clerical and account keeping functions. The position also involves responsibility for the handling of large amounts of money. Work is performed under the general supervision of the County Clerk in accordance with the provisions of the Vehicle and Traffic Law and Procedures issued by the Commissioner of Motor Vehicles. An employee in this class is also responsible for the preparation and submission of reports required by the County Clerk and in accordance with policies and procedures prescribed by the State Department of Motor Vehicles. General supervision is exercised over the work of subordinate clerical employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

(The following work activities are listed as examples only, and in no event shall an employee be limited to only those examples listed here.)

Plans, assigns and supervises the work of Motor Vehicle clerical staff in processing applications and issuing all permits, all licenses, registrations and enforcements;

Plans, assigns and supervises Motor Vehicle Bureau activities, including the issuance of license plates and re-registrations;

Oversees the handling of monies received and prepares related reports for the County Clerk and State Department of Motor Vehicles;

Supervises and assists with vision tests, and the issuance of learners' permits;

Oversees the inventory of all license plates, renewal stickers and other supplies;

Ensures the efficiency of the office, and ensures that proper procedures exist for providing up to date and correct information to the public;

Oversees the daily cash audit procedures and bank deposits;

Oversees the preparation of daily reports and summaries of transactions for submission to the State Department of Motor Vehicles;

Supervises and assists with the scheduling of road tests;

Handles concerns and complaints from disgruntled public in a professional manner;

Keeps abreast of new laws and impending changes to the Vehicle and Traffic Law as they pertain to the Bureau, and communicates the changes with staff so that necessary changes can be initiated promptly and effectively;

Assists in the planning and coordination of matters related to the administration and preparation of the budget, personnel matters, and agency procedures;

Enters and retrieves data through the use of a computer terminal;

TYPICAL WORK ACTIVITIES: (Illustrative Only) Continued

Disseminates information as needed to the public on all phases of the law and procedures relating to Motor Vehicles;
Plans, directs and coordinates various functions of the Bureau such as accounting, scheduling, payroll and clerical;
Assists in the implementation of new programs, procedures and methods in order to achieve better efficiency;
Assists with retrieving and providing information to the auditor when our local office is being audited by the NYS Department of Motor Vehicles;
May perform other duties in the County Clerk's Office at the request of the County Clerk.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of pertinent sections of the Vehicle and Traffic Law as they relate to the issuance of all licenses and all registrations;
Good knowledge of the principles and practices of public administration;
Working knowledge of the principles and practices of modern account keeping and budget control;
Ability to plan, organize, and supervise the work of others;
Ability to analyze and resolve complex problems;
Ability to understand and interpret Vehicle and Traffic Laws and Regulations and develop implementation procedures;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to prepare correspondence and reports;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to operate a computer terminal;
Ability to deal with often-unruly customers with tact and courtesy;
Thorough knowledge of general office terminology, procedures, and equipment;
Thorough knowledge of business arithmetic and English;
Ability to multitask as well as handle routine administrative details independently;
Initiative and resourcefulness in the solution of complex clerical problems.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Accounting, Marketing or any related field AND (2) two years of business office experience, (1) one year of which shall have been in a supervisory capacity;
OR
- (B) Graduation from high school or possession of a high school equivalency diploma AND (4) four years of business office experience, (2) two years of which shall have been in a supervisory capacity;
OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.