

## GENESEE COUNTY

### SENIOR MOTOR VEHICLE SERVICE REPRESENTATIVE (HELP Program)

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this position are responsible for the coordination and monitoring of the day to day activities of the Motor Vehicle Bureau including, but not limited to, issuance of licenses and registrations, cashier functions and work assignments of staff. Incumbents actively participate in all functions of the office and advise on unusual situations as necessary. Work is performed under the direct supervision of the Deputy County Clerk(s). General supervision is received from the County Clerk. Supervision of Motor Vehicle Representative(s) or incumbents in a lower level clerical title is a requirement of this position. Does related tasks, as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the supervision of personnel engaged in examining, processing and receiving payments for license, registration, and sales tax transactions;

Monitors the overall operation of the Department of Motor Vehicles' computer terminals, including the staffing, operation, and training functions;

Assists in planning the coordination and flow of work within the office on a daily basis;

Reviews all procedural revisions of the New York State Department of Motor Vehicles and assists in the planning of any training necessary for implementation;

Coordinates the cashiering operation of the office, to include monitoring the use of correct procedure and the handling of money; the scheduling of subordinates' hours and rotation in order to provide for the most effective utilization of staff and terminals at peak periods. Also may substitute as a relief when necessary;

Accesses the computer system for certain security items by means of database sign-on security and to reinforce the necessity for password confidentiality;

May act as a liaison between the Clerk/Motor Vehicle Offices, and various regulatory agencies;

Interacts with the public in the handling and resolution of difficult and complex motor vehicle registrations, licenses, and insurance problems that may require communication with the State of New York Department of Motor Vehicles personnel;

Audits all monies collected, document distribution, and plate/sticker issuance;

Monitors and reports the reconciliation of all fees;

Prepares annual and monthly reports of Motor Vehicle receipts by classification for submission to the County Legislature and County Treasurer;

Reconciles monthly bank statements with monies transferred to the State and County;

Oversees the maintenance of all security items: Plates, Documents, Stickers, etc.;

Performs computer entry for supply requisitions, accounts payable entry, and office equipment services for County Clerk's offices;

Opens and/or closes the office in the absence of the Deputy County Clerks, including getting the computer terminals on line, securing reports produced from the system, and securing the office and all Department of Motor Vehicles security items.

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## **SENIOR MOTOR VEHICLE SERVICE REPRESENTATIVE (HELP Program)**

Page 2

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Good knowledge of State Vehicle and Traffic Law and related laws and procedures applicable to the operation of the County Motor Vehicle Bureau; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to type with acceptable speed and accuracy; ability to perform routine account keeping; ability to get along well with others and deal effectively with the public; integrity, tact and courtesy; initiative; accuracy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

### **MINIMUM QUALIFICATIONS:**

#### **PROMOTIONAL:**

Five (5) years of permanent competitive status as a Motor Vehicle Service Representative in the Genesee County Department of Motor Vehicles.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class  
Adopted 12/22/25