

PALO PINTO COUNTY
MOTOR VEHICLE/TAX DEPARTMENT
JOB DESCRIPTION

Position Title: Auto Registration/Tax Clerk Department: Tax Assessor-Collector's Office

Reports To: Stacy L. Choate, Tax Assessor-Collector

Position Summary:

- Responsible for providing professional, courteous, and accurate assistance to the general public in person; occasional e-mail and telephone communication regarding motor vehicle inquiries.
 - Processing motor vehicle registrations, transferring titles, issuing permits, handicap placards, etc.
 - All job duties require a high degree of organization, initiative, independent judgment and attention to detail.
 - Must be bondable.
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Essential Job Functions:

- Regular attendance and timeliness at the worksite is required
- Ensures accuracy of funds collected and accountable for funds collected
- Issues motor vehicle registration or license plates, disabled placards and permits to verified owners
- Verifies the minimum liability insurance coverage on vehicle prior to processing
- Issues and/or exchanges registration for special plates. Verifies, issues, or exchanges registrations through the mail
- Obtains and records personal information for check endorsement, both in person and by mail
- Processes new and used car registrations and title transfers
- Answers routine Motor Vehicle questions in person or over the phone
- Responsible for accurate files and filing
- Will be required to rotate responsibilities on a routine basis
- Performs all other related duties as assigned

Education: Minimum ~ High School Diploma or equivalent with at least two years customer service and cash handling experience. Proficient with keyboarding, word processing and/or spreadsheet software. Must have the ability to follow verbal and written instructions and exhibit good communication skills. **Employees may be required to work at any of the Tax Office locations.**

Experience/ Skills:

- Ability to type and enter data with appropriate speed and efficiency.
- Experience working with a 10 key calculator by touch, fax, multi-line telephone, and copy machines.
- Excellent interpersonal, oral and written communication skills.
- Ability to work effectively with co-workers, employees and supervisors in a pleasant, professional manner.
- Strong organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically.
- Able to work under pressure in a high volume office, produce accurate work and meet established deadlines.
- Dependable, resourceful, and able to work independently and to maintain confidentiality.

Preferred:

- Experience working with motor vehicle matters as well as a working knowledge of applicable laws and regulations.
- Public sector experience.
- Bilingual.
- Data entry efficiency at a minimum of 40 wpm.
- Cash handling experience

Other Requirements: Regular attendance is essential. You must arrive at work on time, prepared to perform assigned duties and work assigned schedule. You must have the ability to work well with others and be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

Physical Requirements: Position involves sitting at a desk or other workstation, typing, filing, making copies, standing, bending, and lifting at least 25 pounds.

Working Conditions:

- Work is primarily indoors in an air-conditioned, smoke free office.
 - Continual work at a computer keyboard.
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LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.
