

**JONES COUNTY
JOB DESCRIPTION**

POSITION: Motor Vehicle Deputy

REPORTS TO: County Treasurer

DEPARTMENT: Treasurer

REVISION DATE: Mar. 2025

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PURPOSE OF POSITION

Under general direction of the County Treasurer to supervise and perform duties related to this position. Appointed every four years and approved by the Board of Supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

GENERAL

Accountable to the County Treasurer for daily administration of State and Federal laws as they relate to titling and registration of motor vehicles for Jones County residents. The collection of fees or fee credits received from customers. The preparation of related motor vehicle forms to obtain titles, registrations or duplicates thereof, which includes the entry of this information in the State of Iowa computer network. Record and release liens in computer and validate on official county records. Remove titles from active files for vehicles titled out of state, junked or other action that renders the document inactive and file in appropriate place. Proof documents for accuracy. Collect license plates on vehicles stored, junked or canceled and make data entries. Assist with customer inquiries and provide directions to customers in person, by telephone and in writing. Assist in property tax collections and furnish customer assistance with property tax questions. Assist in driver's license issuance and testing. Perform other duties as directed.

ADMINISTRATIVE DUTIES

Arrive at office and be prepared to conduct official business at 8:00 a.m. Retrieve Iowa Department of Transportation computer report of prior day activities to prepare cash-up and accountability of public funds for deposit. Maintain inventory of official forms, license plates, and supplies and insures all equipment is operational and maintained. Insures interests of the public are adequately served. Remain current on legislation pertaining to Motor Vehicle Department operations. Insures official records of vehicle title transfers, registrations and liens are well maintained. Provide administrative support to assist auto dealers and customers to transfer motor vehicles.

FINANCIAL ACCOUNTING

Assist with and/or maintain daily sales and financial accountability of all Motor Vehicle transfers and registrations by type for documentation in daily and monthly reporting. Write checks for refunds and payments to appropriate agencies. Maintains accountability and reporting of fee for new registration collections. Calculate fee credits due on trade-ins/replacement vehicles, collect title, lien, duplicate title, registration or other fees due on sales from counter or mail customers; total and collect amounts, enter data in computer relating to transaction and issue appropriate document. Calculate tonnage or add fees on truck titles/registrations and make computer entry. Insure all collections are accounted for and safeguarded with checks endorsed. Assist with customer inquiries and provide direction either oral or written.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from high school or G.E.D. equivalent is required. Working knowledge of office machines and computer data entry. Experience in Microsoft Word and Excel. Ability to learn and retain a vast amount of information and procedures. Ability to work with the public under stressful situations. Possess strong communication skills, both verbal and written are essential.

MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

PHYSICAL REQUIREMENTS

Entering data into the computer system using a keyboard which requires extensive use of fingers, hands, arms and regular eye contact in which objects must be seen at the depth of 20" or less. Job involves reaching (horizontal and vertical) to obtain various books, printouts and file boxes, computer paper, license plates, and miscellaneous items weighing up to 50 lbs. Standing at counter and frequent walking is required.

MATHEMATICAL ABILITY

Proficient in basic mathematics (addition, subtraction, division, and multiplication). Able to count money and documents; record and verify numbers and figures; balance receipts, warrants, taxes, credits, and special funds.

LANGUAGE ABILITY & INTERPERSONAL COMMUNICATION

Proficient in applying controlling statutes, policies and established procedures relating to the numerous sequential steps involved in processing official documents accurately, consistently, and in a timely manner. Able to maintain composure and interact positively with the public under stressful, interruptive situations in both direct contact and phone answering tasks. Maintain and respect customer confidentiality. Ability to write legibly.

ENVIRONMENTAL ADAPTABILITY

Work is normally performed in an office environment. Headaches, eyestrain, carpal tunnel, and related occupational hazards associated with data entry work would reflect most common injury.

Jones County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.