LEE COUNTY TREASURER
Chris Spann, Treasurer
933 Avenue H, Ft. Madison, IA 52627 and
25 N 7th Street, Keokuk, IA 52632

NOTICE OF JOB OPENING

November 22, 2016

The Lee County Treasurer's Office has a job opening for a Regular Full Time Clerk in the Driver's License and Motor Vehicle Department. The opening is available as a job transfer to all qualified employees within the bargaining unit, Public, Professional & Maintenance Employees Local 2003, IUPAT.

Interested employees have five (5) working days to apply for this job and should send or deliver their application to Chris Spann by 4:30 p.m. on Thursday, December 1, 2016.

A job description is attached.

LEE COUNTY
CLASSIFICATION SPECIFICATION

CLASS TITLE: RECORDS CLERK, TREASURER'S OFFICE
CLASS CODE:

NATURE OF WORK:

Work involves recording motor vehicle title transfers; issuing and renewing licenses; assisting the public with information and completing transactions; collecting fees; performing office support functions. Work may require license as a notary public for some positions. Work is performed according to the Code of Iowa, manuals, county guidelines, departmental policies and procedures, and verbal and written instructions. Work is reviewed by the supervisor for the accuracy of records maintained, adherence to policy and courteous communications with others.

ESSENTIAL FUNCTIONS:

Receives, checks, and/or prepares motor vehicle registration/license renewal documents; records motor vehicle and trailer title transfers; issues certificates of titles for a variety of motor vehicles and trailers including salvage and prorated vehicle titles; issues license plates, special plates, and validation stickers; issues duplicates; checks for "stops;" notifies taxpayer of unpaid fine obligation; receives and confirms paid status prior to completing vehicle registration/license renewal; marks copies of appropriate/requested documents as confidential; updates records; maintains current vehicle title, plate, and validation sticker records; purges records. Also responsible for completing all functions in the driver's license department.

Assists the public including property/vehicle owners and industry representatives and co-workers on the phone and in person with completing documents and transactions and in locating records; answers questions; provides information in written and verbal form; provides confidential information to eligible individual/agencies only; performs office support functions.

Calculates and collects fees including cash; provides change; prepares daily cash balance; prints reports; balances reports with cash drawer; posts; mails copy of report to state.

Checks accuracy of work for co-workers; submits work for co-workers to check accuracy.

Issues driver's licenses and gives behind the wheel drive tests for operator and chauffeur licenses and gives motorcycle skills tests for motorcycle licenses.

Have the ability to treat customers in a polite, friendly, and helpful manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is performed in an office setting involving frequent communications with others and requiring manual dexterity to operate office equipment. Work requires the employee to sit for extended periods of time, stand, bend, reach, work at a counter, and lift and carry items weighing less than 25 pounds.

APPLICANT PREREQUISITES:
Some office support experience involving the maintenance of records, handling of money, and public contact; any equivalent combination of training and experience that provides the following knowledge, skills, and abilities.

Some knowledge of the techniques of maintaining accurate records.
Some knowledge of the operation of a keyboard and computerized office programs.
Ability to prepare and maintain accurate records in a timely manner.
Ability to communicate with others using tact and diplomacy.
Ability to learn county document processing and issuing policies and procedures.
Ability to accurately enter information into computer program.
Ability to establish and maintain effective working relationships with supervisor, co-workers, and the public.
Ability to read, understand, and apply departmental, county, and state procedures.
Ability to accurately count money and provide change.
Ability to do any & all duties assigned by the Treasurer.

For more details, see attached.

Revised 5/5/15