

JOB TITLE: **DRIVERS LICENSE CLERK**
DEPARTMENT: Sheriff Justice
SUPERVISOR: Operations Manager
SUPERVISION EXERCISED: None
EXEMPT STATUS: Non-Exempt
LAST REVISION: June 2019

Job Scope

Summary: Processes applications, administers computer testing, issues general and commercial driver's licenses; takes photographs for general and commercial driver's licenses and for special identification cards; does daily balancing of cash drawer, bank deposits and balances it to the State computer printout. Performs general clerical duties. This position works independently with very little supervision.

Other Information: Work typically involves recurring work situations with occasional variances from the norm that require a moderate degree of complexity. Driver's License Clerks follow procedures which require a high degree of accuracy and thoroughness. The employee will have access to confidential and criminal-related information, and therefore must maintain a high degree of confidentiality. Interpret and apply Department of Transportation regulations to each applicant. Advice and guidance from a supervisor of the Idaho Transportation Department is readily available to help during unusual situations. Communicate with others outside the organization including members of the public using the services of the department. Work is typically performed in an office environment with low intermittent stress with occasional high stress.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Receives applicants for driver's licenses and identification cards and determines proper procedure.
2. Requests supporting documentation from applicants and reviews for authenticity.
3. Provides applicants with proper application forms and witnesses applicants signing of their signatures.
4. Verifies information on applications with Social Security Administration, Bureau of Vital Statistics, and Immigration and Naturalization Services as necessary.
5. Administers and records scores from automated computer testing for Class A, B, C and D licenses and endorsement examinations for commercial class licenses and motorcycles.
6. Collects skills waiver forms and reviews for proper completion.
7. Generates camera cards by computer for use as data cards, fee receipts, and /or commercial driver's permits.
8. Instructs applicants on the completion of camera cards and reviews for proper completion.
9. Takes photographs of driver's license applicants for special identification cards.
10. Collects fees for transactions and balances daily fee receipts.
11. Schedules on site written driver's license testing and orientations with the school districts.
12. Issues and collects fees for Concealed Weapons Permits.
13. Answers related questions, telephonically and in person, from the general public, other agencies and public officials.

Secondary Functions

1. Screens applicants for visual accuracy and looks for obvious emotional and or medical problems which might affect the applicant's ability to hold a license.
2. Attends Parent/Student meetings and presents information for the students signing up for Drivers' Education Classes. These meetings are scheduled outside the normal work day.

3. Performs all other duties as assigned.

Job Specifications

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.
2. Ability to maintain harmonious working relationship with other employees and agencies; deal with the general public in a tactful and courteous manner; deal effectively with stressful situations, work independently, accurately and quickly; maintain confidentiality; understand and follow simple oral and written directions; communicate in writing using proper grammar, spelling and punctuation; handle money (currency, coin, and checks) accurately and make proper change.
3. Must be able to read and comprehend Idaho State procedure manuals.
4. Skill in the operation of a computer terminal, calculator, cash register, camera, printer and other general office equipment.
5. Typing skills required, 35 words per minute preferred.
6. Working knowledge of Word and Excel programs.
7. Ability to pay attention to detail; ability to work quickly, independently and accurately; ability to prioritize and multi-task.
8. Must possess good organizational, telephone, and communication skills.
9. Must have good judgment and discretion.
10. Reporting to work on time and regular attendance is an essential function of the position.
11. Proficient grammar, spelling and punctuation skills as used in the composing and proofreading documents, memos, and other correspondence.
12. Ability to perform basic financial transactions and to balance the cash drawer to daily transactions.
13. Proficient math skills as needed in regular transactions of monies.
14. Ability to communicate effectively, both orally and in writing, including the ability to work with a wide range of members of the public in providing them with services. Ability to interact with State agencies and provide them with information as requested or necessary to do so.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); Repetitive motions, requires good general vision and the ability to stand for long periods of time. Occasionally lifts up to 25 pounds.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____