



<p>POSITION DESCRIPTION</p> <p>Deputy Assessor I - DMV</p> <p>FLSA Status: Non Exempt Classification: Occupational Salary Grade/Band: 2</p>	<p style="text-align: right;">3 September 2014</p> <p style="text-align: right;">Reports to: County Assessor Revised: <u>04/06/15</u> Human Resources Initials: _____</p>
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POSITION PROFILE

Under the supervision of the County Assessor and Office Manager, performs a variety of routine administrative and advanced level clerical duties. Responsibilities will include duties for the licensing of motor vehicles and general office tasks. Responsible for the flow and completion of assigned work within general guidelines, and may require the exercise of some judgment in application.

- GOALS**
- To demonstrate an understanding and exemplary knowledge of computer and software such as: MS Office, Internet, Email and other job-related office programs.
 - To ensure accuracy in a fast paced work environment.
 - To ensure work performance, effective time management practices, and attention to detail.
 - To articulate and convey information accurately and appropriately to staff and public.

- ESSENTIAL FUNCTIONS**
- Processes renewal applications, checks for accuracy and new title/registration applications, processes duplicate titles, permits and disabilities person placards/plates, and completes changes in vehicle registrations.
 - Waiting on the counter, daily balancing, running reports, using and servicing equipment, filing and completing forms.
 - Provides record-keeping, file maintenance, word processing, data entry.
 - Responsible for the flow and completion of assigned work within general guidelines, and may require the exercise of some judgment in application.
 - Receives payments from customers.
 - Balances cash and receipts with all daily business transactions.
 - Operates computers, printers, and software applicable to the daily operations of the office.
 - Performs work and data entry, recording of license plate renewals, title work, and registrations. an
 - Performs other duties as business needs necessitate.

- EDUCATION AND EXPERIENCE**
- High school diploma or equivalent.

- One year (1) office environment and cash handling experience.
- Bilingual Spanish preferred but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation and drug test.

SKILLS/ABILITIES

- Must use basic math to perform daily calculations.
- Able to operate computer and perform research functions using internet or database.
- Must be attentive to detail and accurate.
- Must be able to work effectively with coworkers, management, and public.
- Ability to accept and adapt to changes.
- Exemplifies professional and timely work processes.
- Able to establish and maintain effective working relationships with employees, county officials, and public.
- Able to maintain confidentiality.
- Ability to interpret and carry out instructions and assignments as warranted.
- Ability to impart information to others when necessary.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly and concisely and have a good command of the English language.
- Must be able to respond to inquiries from public and other departments to fulfill requests for information.

REASONING ABILITY

- Ability to apply to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand for long periods of time, walk, kneel, crouch, stoop, reach, twist, and lift up to 20lbs pounds on occasion.
- Extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, and filing.
- Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 40 pounds.
- Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HAZARDS

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.