

VEHICLE REGISTRATION OFFICER I**NATURE OF WORK IN THIS CLASS:**

This is clerical and technical work involved in the processing of vehicle license applications and the issuance of certificates of registration, decals, and plates.

Employees in this class perform routine clerical and technical duties independently after initial training and work under closer supervision on a variety of complex assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed).

Processes routine applications for new/renewed vehicle license and registration, change of ownership, and related transactions; applies appropriate fees and computes penalties for late registration when applicable, in accordance with established fee charts and guidelines.

Explains routine registration procedures and requirements to the public.

Sorts and files vehicle registration cards by classification in numerical order and the certificate of ownership in alphabetical order.

Makes entries, updates and deletions of vehicle registrations, transfers and related transactions in the computer terminals.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general office practices and procedures.

Ability to learn, interpret and apply the Motor Vehicle Code, policies, procedures and other program guidelines.

Ability to make arithmetic computation with accuracy.

Ability to work effectively with employees and the general public.

Ability to follow oral and written instructions.


Ability to perform incidental typing and clerical work.

MINIMUM EXPERIENCE AND TRAINING:

- a) One year of general work experience involving public contact and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

AMENDED: August, 1993

PAY GRADE: F


RONALD B. AGUON
Acting Executive Director
Civil Service Commission