

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

This is technical and clerical work involved in the processing of vehicle license applications and issuance of related certificates, registrations, decalcomania, and plates.

Employees in this class often serve as team or group leaders over less experienced staff.

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).

Assist supervisor in planning and providing day-to-day supervision over the work of the Motor Vehicle License and Registration Branch.

Reviews applications for motor vehicle licenses and registration, including dealership and commercial applications, initial registration, transfer of ownership, renewal of registration; insures registration applications are completed properly; computes and applies registration fees, transfer tax penalties when applicable; issues certificate of ownerships and registration cards, replacement of license plates. Soldiers and Sailors Civil Relief Act registration.

Explains and interprets provisions of the Vehicle Code of Guam regulations, policies, procedures and other program guidelines to the general public; explains routine registration procedures and requirements to the public.

Assist supervisor in coordinating with the Guam Police Department and other government law enforcement agencies and program units within the department regarding the registration of vehicles, collection of vehicle transfer tax, recordation of tax liens and related activities.

Makes entries, updates and deletions of vehicle registrations, transfers, liens, and other transactions in the computer terminal.

Records and maintains files of chattel mortgages, promissory notes, security installments and conditional sales contract.

Performs automobile appraisals.

May testify in court as a government witness.

Maintains records and prepares reports.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Knowledge of the Motor Vehicle Code relevant to vehicle licensing and registration functions.

Ability to interpret and apply the Motor Vehicle Code and other pertinent laws and regulations related to vehicle licensing and registration.

Ability to make arithmetic computations with accuracy.

Ability to lead the work of others.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

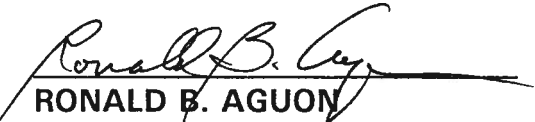
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience as a Vehicle Registration Officer II or equivalent work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: August, 1993
(Pursuant to P.L. 20-221)

PAY GRADE: I


RONALD B. AGUON
Acting Executive Director
Civil Service Commission