

# BLAINE COUNTY

206 S 1<sup>st</sup> Ave, Suite 300, Hailey, Idaho 83333

---

## Job Description

**Job Title:** Motor Vehicle Specialist

**Department:** Assessor's Office

**Reports To:** Chief Deputy Assessor

**FLSA Status:** Full-Time (40 hrs/wk)/Non-Exempt

**Pay Grade:** 5

### **Assessor's Office/Department of Motor Vehicles Mission Statement:**

The Blaine County Assessor's Office strives to provide an optimal level of service, information, and policy guidance to the public and to other government agencies.

### **General Statement of Duties:**

The Motor Vehicle Specialist position professionally processes motor vehicle titles, license plates, and registration renewals for motor vehicles, recreational vehicles, and boats; administers titling and registration laws in a friendly, legal, and cost-efficient manner. Provides guidelines and solutions to titling and registration with the best possible customer service by embracing the highest standards of professionalism, enthusiasm, and communication in accordance with the Idaho Transportation Department (ITD) Division of Motor Vehicles.

### **Primary Job Responsibilities:**

#### **Motor Vehicle Specialist:**

- Responds to and serves the public promptly and respectfully.
- Issues initial vehicle titles and registrations, conducts registration renewals, and receives payments and issues receipts for all associated transactions.
- Calculates fees and taxes according to established procedures or schedules.
- Processes a variety of title registrations.
- Secures titles and notarized contracts as necessary for suspense files by requesting appropriate information from out-of-state banks and loan companies.
- Responsible for the daily and monthly balancing of cash drawer for all transactions and submits all applicable reports as required.
- Conducts vehicle registration searches for banks, loan companies, and law enforcement when requested.
- Responds professionally, both on the telephone and in person, when assisting the public and when confronted with the hostile views and opinions of the public, suspects, and others encountered in an antagonistic environment.
- Performs other duties as assigned by the Chief Deputy Assessor.

### **Job Specifications:**

# BLAINE COUNTY

206 S 1<sup>st</sup> Ave, Suite 300, Hailey, Idaho 83333

---

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, understanding, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

## **Education and Work Experience:**

- High school diploma or equivalent required.
- Two (2) years of customer service/clerical work experience with the knowledge of secretarial and clerical operations.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

## **Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, effectively present information and respond to questions from groups of managers, vehicle/vessel owners, and the general public.

## **Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratios and percentages.

## **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of situational variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Other Knowledge, Skills, and Abilities:**

- Ability to become familiar with the camera equipment in Driver's Services; ability to operate general office equipment including but not limited to telephones, calculators, copiers, FAX machines; and intermediate proficiency level utilizing Microsoft Office applications including but not limited to Excel, Word, and Outlook.
- Ability to become familiar with the functions of the Department of Motor Vehicles.
- Ability to become familiar with the functions of the Department of Driver's Services.
- Ability to prioritize multiple tasks and manage projects.
- Ability to effectively deal with irate/unhappy customers and explain sales tax procedures.
- Ability to develop, implement, and interpret regulations, policies, and procedures.
- Ability to compile data and information for reports and compose correspondence.
- Ability to work under own initiative and utilize independent judgment.
- Ability to gather and analyze data, come to a conclusion and develop a plan of action to solve problems.

# BLAINE COUNTY

206 S 1<sup>st</sup> Ave, Suite 300, Hailey, Idaho 83333

---

- Ability to work effectively with co-workers, department directors, elected officials, vendors and the general public.
- Ability to meet deadlines.
- Must possess a valid Idaho Driver's License.

## Essential Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## Working Environment:

- Work is performed in an office environment where the physical demands require sitting for extended periods of time.
- Frequent use of computers and standard office equipment.
- At times may be exposed to irate customers.
- Travel will be required for continuing education.
- Travel may be required to property where a manufactured home is located in order to affix required VIN number and stickers.
- May work under stress of deadlines.

## Equal Opportunity Employer:

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date