

## **RAINS COUNTY**

### **MOTOR VEHICLE CLERK**

#### **JOB DESCRIPTION**

The clerk should possess a thorough working knowledge of cash handling, computer data entry, customer service and general office procedures.

#### **RESPONSIBILITIES**

- Serve customers by registering and transferring vehicles and provide assistance with other motor vehicle transactions as required.
- Coordinate with the Texas Department of Motor Vehicles and the Texas State Comptroller to respond to citizen requests in a timely and professional manner.
- Completing all 50 Tx DMV Learning Modules.
- Process dealer transactions for new and used automobiles and trailers.
- Providing forms and explaining purpose of forms.
- Accepting fees and issue receipts for payments.
- Balance cash drawer daily.
- Adhere to county policies as well as additional office policies.
- Accurately maintain filing systems.
- Accurately maintain disabled data.
- Assist in inventory control.
- Process internet renewals.
- Assist customers with specialty and qualifying license plates.
- Assembling title transactions and package reports.
- Answering phone calls with proficiency.
- Be knowledgeable of the Registration and Title Manuals and the State Comptroller Manual and be able to apply them to daily tasks.
- Process reports to county and state departments.
- Accurately complete daily, weekly and monthly accounting and/or bookkeeping records.
- Notify and collect fees for Wine and Malt Beverage Permit Licenses and Liquor Permits.
- Process and balance credit card transactions.
- Lift 25 pound license plate boxes and receipt boxes from the point of delivery to storage areas.