

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Non-sworn
Revised: 10/14/08

ASSISTANT MOTOR VEHICLE BUREAU SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The employees in this class are responsible for assisting in the operation of the main Motor Vehicle Bureau in the County or for supervising a branch office. Responsibilities include considerable public contact work, and the ability to resolve problems and complaints. Supervision is exercised over the work of employees in the main or branch office. The work is performed under the general supervision of the Motor Vehicle Bureau Supervisor, with considerable leeway permitted for the work responsibilities. Employee performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, reviews and supervises the work of subordinate employees;
Assists in training of new employees;
Suggests ways for improving work methods and procedures, and assists in their installation;
Resolves counter and/or telephone complaints;
Accounts for monies received in the Bureau, maintains financial accounts and records, and makes bank deposits;
Resolves technical problems encountered by cashiers and examiners;
Assumes duties of cashiers and examiners as required;
Acts in the absence of the Motor Vehicle Bureau Supervisor;
Reports abnormal operating problems and personnel problems to supervisor;
Maintains stocks of forms and supplies;
Tabulates statistics and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the State Vehicle and Traffic Law, and procedures applicable to the operation of a County Motor Vehicle Bureau; thorough knowledge of office terminology, procedures and equipment; good knowledge of account keeping procedures and ability to prepare financial reports; ability to plan and supervise the work of others; ability to install efficient office methods and procedures; good judgment; initiative and resourcefulness; tact and courtesy.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a New York State high school equivalency diploma **AND** four (4) years of clerical or general business experience; including one (1) year of supervisory experience; **OR**
- (B) Six (6) years of experience, as described in (A) above; including two (2) years of supervisory experience.

SPECIAL REQUIREMENTS: Prior to appointment, the Department of Motor Vehicles will perform both **citizenship verifications** and **criminal history checks** for DMV employees per compliance with Section 7209 of the Intelligence Reform and Terrorism Prevention Act of Two Thousand Four, Public Law 108-458, and procedures promulgated thereto by the Department of Homeland Security for issuance of Enhanced Drivers Licenses (EDLs) or identification cards.

Adopted: 03/02/82
Revised: 08/16/95, 11/28/05, 10/14/08

Title in promotional series: Motor Vehicle Representative, Senior Motor Vehicle Representative, Assistant Motor Vehicle Supervisor, Motor Vehicle Bureau Supervisor