



BEAR LAKE COUNTY

ASSESSOR'S OFFICE

Motor Vehicle Clerk/Cross-training in Appraisal/Assessment Functions

Department: Assessor
Full-time with benefits
\$21.75 per hour

Basic Job Description

Assist the public with motor vehicle registrations and titles; performs related work as required

Primary Function

The primary function of this position is to provide effective customer service in new and renewal motor vehicle registrations and titles, information, records documentation, application assistance, and research. A clerk must possess strong clerical and customer service skills; he/she acquires knowledge of department functions through on-the-job experience and becomes a department-related specialist with a good understanding of department policies and procedures. He/she will cross train and assist in all appraisal/assessment functions. The work is performed under the supervision of the Motor Vehicle Supervisor.

Essential Duties and Responsibilities

The following duties and responsibilities may vary by assignment:

- Answer incoming phone calls and greet walk in customers. Process new and renewal motor vehicle registrations, title transfers, answer questions regarding registrations, titles, taxes, and assessments. Accept payments, assist with application forms, process applications and change forms, and provide referrals to other departments or staff as needed.
- Perform Vehicle Identification Number (VIN) inspection and verifications.
- Collects and records motor vehicle registrations, state sales tax, and recreational vehicle registration payments.
- Balance funds received daily
- Updates, verifies, maintains addresses, registrations, titles, valuations, ownerships, transfers, and related computer files for motor vehicles.
- Conducts research of documents for customers, including dealerships and financial institutions.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

The following duties and responsibilities shall be performed as needed.

- Assists the Assessor and other office personnel with various administrative tasks, such as application processes, proofing of data entry, and records management.
- Cross-training in appraisal/assessment functions, such as the property tax reduction program, appraisal, homeowner's exemptions, address changes, and ANY other duties performed by the Assessor's Office.
- Remains current on any required certification by attending courses, workshops, and training seminars.

Requirements and Qualifications

- High school diploma or GED equivalency required.
- Two (2) years office experience and proficiency with computers and various computer programs is preferred, however any equivalent combination of experience and training which provides the knowledge and abilities to perform the work
- Knowledge of Microsoft Office programs; such as Word, Excel, PowerPoint, Outlook. Knowledge of any other standard office programs as part of operation of personal computer, as well as the ability to operate standard office equipment.
- The ideal employee will be a team player with good customer service skills, the ability and willingness to learn and adapt to new ideas and procedures and be organized with attention to detail.