

## DIRECTOR OF MOTOR VEHICLE BUREAU

DISTINGUISHING FEATURES OF THE CLASS: The work involves the administrative supervision of several motor vehicle bureau offices in Cattaraugus County. Duties are performed under the general direction of the County Clerk in accordance with regulations of the New York State Department of Motor Vehicles. Direct supervision is exercised over Motor Vehicle Cashiers and Examiners.

### TYPICAL WORK ACTIVITIES:

- Supervises bureau personnel in performance of their daily activities;
- Instructs Examiners and Cashiers in the proper methods of processing motor vehicle transactions;
- Administers bureau personnel procedures, including employee evaluations, scheduling vacation, personal leave, and recording use of sick leave;
- Assists employees in completing unusual transactions and serving difficult customers;
- Ensures security of all monies, license plates, registration stickers, and other sensitive materials;
- Prepares periodic reports required by the Department of Motor Vehicles;
- May assist the County Clerk in interviewing candidates for employment;
- Conducts correspondence on bureau business;
- Orders license plates, registration stickers, and other supplies;
- Does incidental typing;
- May perform the duties of a Motor Vehicle Cashier or Examiner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the procedures and equipment used to process vehicle registrations and drivers' licenses; good knowledge of the laws and regulations pertaining to the issuance of vehicle registrations and drivers' licenses; good knowledge of New York State Tax law pertaining to the registration of motor vehicles; working knowledge of accounting practices and procedures; working knowledge of business English and arithmetic; ability to plan, organize, and supervise the work of others; ability to understand oral and written directions; ability to maintain records and prepare periodic reports; ability to interpret and explain changes in the vehicle and traffic law; ability to secure the cooperation of others; courtesy to the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A.) Three years of experience processing vehicle registrations and/or drivers' licenses;

OR

B.) Graduation from a regionally accredited or New York State registered college or university with at least an associate's degree in business or accounting and one year of experience processing vehicle registrations and/or drivers' licenses;

OR

C.) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN DEPARTMENT OF MOTOR VEHICLES:**  
Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced driver's license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law), or who will be involved in the issuance of CDL driver's license and CDL exam testing (pursuant to Title 49 section 384.228) to comply with the following criteria: 1) must be a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the Federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

**CATTARAUGUS COUNTY CIVIL SERVICE**

Adopted: 8/15/60

Revised: 5/27/80, 12/21/17