

**Adams County
Treasurer's Office**

Seeking a qualified Applicant for the Position of Motor Vehicle Clerk
Information and job Application can be obtained online at adamscounty.org
Please mail application and resume to:

Adams County Treasurer
500 West 4th St.
Hastings NE 68901

**ADAMS COUNTY TREASURER'S OFFICE
JOB DESCRIPTION
(EQUAL OPPORTUNITY EMPLOYER)**

JOB TITLE: Motor Vehicle Clerk
HOURLY WAGE: \$11.50 to \$12.00
HOURS: 35 Hours per week
BENEFITS: Sick leave, 12 paid holidays, health and life insurance, and retirement plan as stated in Employee Hand Book. Optional Investment Program, Deferred Compensation Program, Options for Vision Insurance and Dental Plans

OFFICIAL'S NAME: Melanie Curry
ELECTIVE OFFICE: Adams County Treasurer
OFFICE LOCATION: 500 West 4th St., Hastings, NE
PHONE: (402) 461-7130

POSITION PURPOSE:

To accommodate the public with Titling and Registering of their vehicles, filing and releasing of liens and collection of the necessary fees and taxes when renewing or purchasing a new vehicle. File and maintain up to date records of all vehicles licensed.

ESSENTIAL JOB FUNCTIONS:

1. Computer Use.
2. Accommodating public.
3. Filing and Record keeping.
4. Retrieving and assigning proper License plates.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

1. Lifting and handling of up to 45#.
2. Reaching and climbing up to 4 feet.
3. Stand for long periods of time.
4. Hand and eye coordination.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Bar Code Reader	Personal Computer / Word Processor
10 key calculator	Telephone / Voice Mail
Copy machine	Printers
Fax Machine	

QUALIFICATIONS:

1. Two years of post-secondary schooling or High School Diploma / GED and 2 years' experience in Business Accounting.
2. Type 35 WPM.
3. Light travel for training purposes.
4. Valid Drivers License.
5. Cope with public pressures of irate customers and maintain a pleasant and helpful attitude.
6. Maintain good communication skills with public and fellow employees.

KNOWLEDGE SKILLS:

1. Math skills and cash handling.
2. Record keeping.

3. Accounting.
4. Accurate spelling and good vocabulary.

MOTOR VEHICLE

Issue Titles

Motor Vehicle Transactions

New Vehicles

Vehicle Renewals

Collect Sales Tax

Miscellaneous Transactions

1. Lost Plate or Lost Registrations
2. Verify insurance on all new and renewal vehicles
3. Six month registrations
4. Specialty Plates
5. Message Plates
6. Verify Heavy Highway Use Permits
7. Boat Titles and Registrations

Issue Carnival Permits

Issue Farm Permits

License Plate Inventory

Provide Motor Vehicle calculations over the telephone to customers

Keep current files on all categories of plates

Balance cash drawers

Process Daily Reports

Work with State Agencies

1. Department of Motor Vehicles
2. Department of Revenue
3. Game and Parks
4. State Auditors
5. Motor Carrier Enforcement
6. State Patrol Auto Fraud Division

Process Mail daily

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