

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

JOB TITLE: Motor Vehicle Clerk
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.

Revised

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

**Adams County Treasurer
Equal Employment Opportunity Employer**

Application for Employment
This application is good until the position is filled.

Adams County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No If yes, give date: _____

Have you filed an application here before? Yes No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5 ____ Did You Graduate? ___Yes ___No

Post- High School	Name of School	From	To	Major	Degree Type
College/University					
Graduate School					

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between [Name of County] and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and [Name of County] retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

**SIGN
HERE**

Applicant's Signature (Use Ink)

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.