

Scott County Government

Position Description Form

Position: Job Title: Vehicle Registration
Department Name: County Clerk
Supervisor Title: Deputy County Clerk

Position Summary

Employees in this class are experienced in clerical processing activities which are controlled by legal requirements or carefully defined practices. Duties include receiving monies, issuing receipts, recording or filing transactions, issuing procedural information, and preparing summary reports. Position involves a great deal of public contact by telephone and personally in office.

Duties and Responsibilities

- Receive customers at the counter and take telephone inquiries, explaining procedures, providing standardized forms
- Take requests for record searches and other information not immediately available
- Register and transfer vehicles, issue auto licenses
- Receive, process and record instruments of record
- Collect appropriated fees and receipting transactions
- Collect taxes and issue receipts (may calculate penalties)
- Prepare and type a variety of forms and letters
- Conduct record searches and/or update existing records, making changes in a prescribed fashion
- Issue fish and game licenses; issue marriage licenses and record for permanent record
- Maintain inventory of plates, decals, and forms

Position Dimensions

Education and Experience:

- High School graduate or the equivalent, supplemented by business school or previous office experience which provides the required knowledge, skills, and abilities.

Special Knowledge, Skills, and Abilities:

- Knowledge of general office practices and procedures including bookkeeping or accounting and use of standard office machines
- Ability to establish and maintain effective working relationships with other employees and the general public
- Neatness of work and mature judgment
- Learning ability; mental alertness; tact and courtesy; accuracy and ability to communicate. Dependability. Integrity.

Technology:

- Use a variety of office machines including typewriter, calculator, copier, fax machine, and computer equipment
- Computer knowledge or experience

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.