

Jurisdiction: Oneida County
Jurisdictional Class: Non-Competitive
Revised: 8/18/97

MOTOR VEHICLE CASHIER (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the receipt of approved application and registration documents and their processing. Data from an application or registration document which has been previously approved and edited by a Motor Vehicle Application Examiner is verified and typed. The Motor Vehicle Cashier must also be able to determine causes of malfunction or rejection responses from the computer and follow proper procedures for correction. The duties also involve the collection of fees for registration or licensing, making change, and may involve the computation of fees. At times this involves a great amount of money and incumbents are held personally responsible for shortages. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives approved license and registration documents for processing;
Reviews all forms for approval of Motor Vehicle Application Examiner and processes particular transaction indicated on forms;
Determines type or cause of malfunction or rejection response and takes appropriate action;
Types and verifies data from original documents for computer input and processing;
Requests additional data from applicant, if computer is unable to process transaction;
Computes fees, collects payments and makes change;
Examines money for counterfeits;
Periodically reconciles transactions and money received;
Reports transactions by category;
Makes out bank deposit slips and delivers reports, deposit slips and receipts to designated employee;
May perform other clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of procedures relating to the issuance of drivers licenses and vehicle registrations; good knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; ability to deal effectively with the public; ability to make change accurately and rapidly; ability to type accurately; ability to make arithmetic computations rapidly and accurately; tact and courtesy; mental alertness; neat appearance; accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma **AND** two (2) years of clerical experience.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.