



City of Wells Job Description

JOB TITLE: DMV Clerk (Part-Time)		Department: City Hall	
REPORTS TO: City Administrator		SUPERVISES:	FLSA STATUS: Nonexempt
EFFECTIVE DATE: May 23, 2023			

POSITION SUMMARY

Under limited supervision, this office/clerical position provides customer service and performs administrative work involving motor vehicle services, driver's license, and DNR permit services; and performs related work as required.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Performs office administrative duties, including answering in-coming telephone calls, copying, and filing; prepares and administers correspondence; greets customers; and provides customer assistance.
- Assists customers with motor vehicle and driver's license transactions, including state title transfers and registration renewals.
- Processes DNR transfers, registration renewals; and city permits, including dumpster, golf cart and pet registrations.
- Performs end of month inventory of plates, stickers, brochures, manuals and any department related items; and orders inventory as needed.
- Assists with registrations for park and recreation programs; and takes reservations for the community center and park shelters.
- Takes payment for parking and snow removal tickets.
- Maintains vending machine inventory.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

High school diploma or GED certificate required

Experience

Computer and general office experience

Trainings, Certificates, and Licenses

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

High school diploma or GED certificate required

Experience

Two (2) years of experience of general city government office administration.

Trainings, Certificates, and Licenses

- Driver and Vehicle Services Title and Registration Certification

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

RESPONSIBILITY

Supervision

Limited supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this position's work affects a wide range of professional projects or administrative activities of the City, influences internal or external operations, or impacts many people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally squat, lift and carry up to 5 lbs., and drive; frequently bend/stoop, crouch, and squat; and continuously sit, stand, walk, finger/enter data/keystroke, feel, talk, hear and perform repetitive motions.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Department Head

Date

City Administrator

Date