

ASSISTANT MOTOR VEHICLE BUREAU SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for the frequent exercise of independent judgment in planning and administering clerical activities of a moderate scale in the Motor Vehicle Bureau. The work is performed in accordance with general instructions regarding objectives, policies and procedures. Detailed clerical operations are usually reviewed in a general manner and subsequent clerical processes and policy questions are closely checked by a superior. Immediate supervision is exercised over the work of a small number of Motor Vehicle Bureau employees.

TYPICAL WORK ACTIVITIES:

Assists in the administration and coordination of the activities of the Motor Vehicle Bureau;

Leads and participates in issuing registrations;

Assists in the issuance of learners' permits;

Provides information to the public on all phases of law and procedures relating to motor vehicles;

Assists in the collection, recording and depositing of monies;

Conducts correspondence and prepares periodic reports;

Assumes responsibility for Bureau in absence of Motor Vehicle Bureau Supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Vehicle and Traffic Laws, procedures and reports of New York State as applicable to the operations of a County Motor Vehicle Bureau; good knowledge of office terminology, procedures and equipment; working knowledge of Business Arithmetic and English; ability to plan and supervise the work of clerical assistants; ability to follow complex oral and written directions; ability to type accurately at 25 words per minute; ability to prepare correspondence, reports and other materials from general indication, as to content and form; ability

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to secure the cooperation of others; good address; good judgment in the solution of complex clerical problems; initiative; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and three years of clerical experience, one year of which must have been in a supervisory capacity; or
- (B) Five years of clerical experience of which two years must have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Last Reviewed: 12/12/96
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Classplan: 11/9/2022