

Morgan County VACANCY ANNOUNCEMENT

POSITION: ADMINISTRATIVE SPECIALIST – CLERK – MOTOR VEHICLE

DEPARTMENT: OFFICE OF THE COUNTY CLERK & RECORDER

Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

FORT MORGAN WORKFORCE CENTER
426 Ensign St
Fort Morgan, CO 80701

SALARY: \$2552 per month and up depending on qualifications. Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

VACANCY CLOSING DATE: UNTIL FILLED

APPROXIMATE STARTING DATE: ASAP

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

MORGAN COUNTY POSITION DESCRIPTION

TITLE <u>Administrative Specialist – Clerk</u>	GRADE <u>P&A 6</u>
DEPARTMENT <u>Clerk</u>	DIVISION <u>Professional & Administrative</u>
EXEMPT/NON-EXEMPT <u>Non-Exempt</u>	REVISED <u>February 10, 2016</u>

GENERAL STATEMENT OF DUTIES:

Performs a variety of complex and specialized duties associated with the Motor Vehicle Department, Recording Department and Elections Department in the Clerk and Recorder's Office including oversight and managing cash handling, creating and submitting financial reporting to County Treasurer and State of Colorado. Assists in a variety of technical and administrative duties.

SUPERVISION RECEIVED:

Works under the general direction of the Clerk and Recorder or in her/his absence works under the direction of the Chief Deputy Clerk.

ESSENTIAL JOB FUNCTIONS:

- ◆ Assists in the coordination of organization, staffing and operations activities of the motor vehicle department
- ◆ General office duties to include but not limited to: typing, computer operation, correspondence as instructed.
- ◆ Monthly and daily balancing of daily transactions, report filing, and departmental billing.
- ◆ Training of motor vehicle staff
- ◆ Enter motor vehicle documents using data entry terminal
- ◆ Waits on customers for all motor vehicle transactions including titles, registrations and filing mortgages
- ◆ Logs in new title requests daily
- ◆ Files appropriate documents in "Customer File" daily. Update "Customer File" weekly
- ◆ Record all mortgages daily
- ◆ Prepares and processes titles and registrations
- ◆ Checks motor vehicle titles for accuracy
- ◆ Helps prepare renewals for mail each month and coordinate with vendor for details

- ◆ Must have the ability to accurately make cash change and balance daily reports
- ◆ Processes titles, reviewing them for completeness and accuracy, making postings to various records, compiling data and remitting titles to the Colorado Department of Revenue. Performs routine inquires on paperwork by telephone or letter with the Department of Revenue
- ◆ Answers questions and resolves routine problems over the phone and in person and on paperwork for customers, dealers, etc.
- ◆ Responsible for daily Payport (credit card) transactions and reports
- ◆ Ability to file documents and reports accurately and in a timely manner
- ◆ Answer telephones

ESSENTIAL JOB SKILLS:

- ◆ High level of knowledge and skill in the use of bookkeeping and accounting principles
- ◆ Maintain a high level of responsibility of cash handling and financial reports submitted to both the Morgan County Treasurer and State of Colorado for the Motor Vehicle Department, Recording Department and Elections Department
- ◆ Generates city sales tax reports and disburses collected funds by reporting appropriately
- ◆ Balances Clerk and Recorder Accounts monthly with monthly Treasurer's Reports
- ◆ Prepares various accounting and activity for all departments within the Clerk and Recorder's office as well as the State of Colorado reports
- ◆ Serves as Collection Agent for the Clerk and Recorder's office for short check transactions and issues orders to law enforcement for cancellation of license plates due to returned checks
- ◆ Be able to work closely with the County Treasurer and staff
- ◆ Assist and serve as back up for taking minutes during Board of County Commissioner Meetings
- ◆ Must be flexible when dealing with job requirements
- ◆ Ability to train others
- ◆ Other duties as assigned

QUALIFICATIONS:

- ◆ Equivalent combination of education and experience that satisfy the requirements of the job
- ◆ General clerical knowledge
- ◆ Knowledge of accounting principles and financial reporting

- ◆ Extensive knowledge of Microsoft Word and Excel as well as the internet.
- ◆ 10 key by touch and knowledge of office equipment
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.

WORK ENVIRONMENT:

- ◆ Work is generally confined to a standard office environment.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 50 pounds.
- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY - Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to drive to off-site areas for infrequent computer support.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently : Activity exists between 1/3 and 2/3 of the time.

*Constantly : Activity exists more than 2/3 of the time.

Employee Signature:	Date:
Human Resources Signature:	Date: