

## MONONA COUNTY JOB DESCRIPTION

**Position:** Drivers License Clerk

**Reports to:** Treasurer

**Department:** Treasurer

**Revision:** December, 2014

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### **SUMMARY:**

Under general supervision, is responsible for driver's license examination work of average difficulty and performs related work as required.

### **DISTINGUISHING FEATURES:**

An employee learns and performs routine driver's license examination work involving the administration of vision screening, computer and road tests to applicants, the determination of applicant qualifications, and the collection and processing of driver's license application fees.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Screen applicants for commercial driver's license services: ask applicants which service they require, including but not limited to, license renewals, replacements, testing (by applying the appropriate application procedures outlines by state law), collects appropriate identifying documents (e.g., primary, secondary, proof of social security, proof of residency, current driver's license) and examines documents to verify legitimacy; keys personal information into database to confirm eligibility for the applicable services and fees; collects appropriate fees and counts correct change.
2. Administers vision screening to applicants applying for Iowa driver's licenses: instructs applicants to identify characters in vision screening device; uses State of Iowa's scoring guidelines to determine pass/fail status; instructs applicant to provide proof of vision from a licensed eye doctor if the applicant does not pass the screening.
3. Administers computer tests to applicants applying for Iowa driver's licenses; enters applicants information into computer to register them for appropriate computer examination, (e.g., operator, commercial, motorcycle); instructs applicants on tests taking procedures; explains steps required for retaking test if applicable.
4. Administers road skills test to applicants applying for Iowa Driver's licenses: inspects motor vehicle functioning (e.g., head lights, tail lights, horn, windows roll up and down), to ensure the vehicle is safe to operate; instructs applicant to perform appropriate skills during the drive test, determines adherence to road safety rules, regulations, and laws observing applicants abilities to maneuver vehicle safely, e.g., traffic signs and lights, right of ways, and position on road; rates applicant's driving skills on DOT standard scoring sheet; calculates the final score based on the applicant's maneuvers; informs applicant of pass or fail status; explains steps required for retaking appropriate tests; records applicants results into the computer database. The county applicant will have to be Iowa DOT certified to perform the driving test.

5. Enters biographical data into the Iowa Driver's License System for various drivers' licenses/permits, identification cards, keys applicants new and/or changed information into the database using the acceptable documents under the State of Iowa guidelines.
6. Records camera and printer inventoried supplies used during work day; loads cartridge and cards into printer; reviews that the applicant's information is correct; instructs the applicant to sign the signature pad; photographs applicant; inspects license from printer for misprints; issues card to applicant.
7. Explains state law regarding driver's license policies and procedures, hours of operation, location, fees, computer tests, drive appointment times and application process to the public in person or via the telephone.
8. Calculates daily revenues received at the driver's license office by balancing cash register before opening (cash-on-hand) and after closing; recording revenue; prints daily reports; identifies discrepancies between report and cash-on-hand; calculates daily office revenue by aggregating all register revenues for the office.

### **ESSENTIAL JOB DUTIES:**

- \* Must attend fraud training classes to be familiar with all required documents to ensure authenticity with issuance. Will be required to attend Iowa DOB classes by the State of Iowa.
- \* Will be subject to audits from the district DOT supervisors on a monthly basis to ensure accuracy of all issuance. Accuracy must be within guidelines set forth by the Iowa DOT for continuance of issuing.
- \* Ability to be able to understand and operate Microsoft Excel, Microsoft Word, and Microsoft Outlook Express. Essential forms for operation of licenses and recalls need to be accessed through Microsoft Word.

### **WORK ENVIRONMENT:**

Majority of work is performed inside while seated at a desk or standing in offices. Is frequently in direct contact with the public with frequent interruptions. Will be required to work outside in all types of weather for different drive tests given.

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1. Must possess a valid driver's license and must be cleared by the FBI before any issuing will be allowed. This is done by the State of Iowa.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow and perform any other job-related instructions or duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties, or combine positions at any time.

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the employer. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Monona County Treasurer

\_\_\_\_\_  
Date

The County of Monona is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.