

Boone County Clerk Job Description

Full time Deputy Clerk – Motor Vehicle Department *January 2023*

Job Summary:

A deputy clerk within the Motor Vehicle Department provides quality customer service, while helping the public process various types of transactions such as registration renewals, title transfer requests, handicap placard applications, etc. The Deputy Clerk would be responsible for important functions within the Motor Vehicle Department as well as, working with other county departments, agencies, and the general public.

Essential Duties and Responsibilities:

- Assist customers in processing various motor vehicle transactions.
- Reviews and verifies documents for accuracy and completeness.
- Operates a computer to retrieve and record data.
- Handles customer inquiries (in person and over the phone)
- Prepares a variety of forms and letters.
- Collects payments made by cash, check, and credit card.
- Balances cash drawer and follows cash handling procedures.
- Answers the phone and directs calls accordingly.
- Receives and processes mail.
- Corresponds with other agencies and organizations.
- Performs other duties as assigned by the supervisor.

Physical Demands:

- The work is customer service in nature with clerical and data entry responsibilities. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, and reaching, with the ability to lift, carry, push, or pull weights up to 25 pounds.

Minimum Qualifications:

- Excellent written and communications skills.
- Able to operate a computer and computer programs efficiently, printer, fax machine, copier, scanner, and multi-line phone.
- Able to learn the laws, regulations, policies, and procedures necessary to process motor vehicle transactions.
- Ability to process monetary transactions accurately.
- Experience in customer service and/or data entry.
- Must be 18 years or older.
- Must adhere to the applicable provisions of the Boone County Clerk Personnel Policies and Procedures, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality when required.
- Ability to work alone.
- Follow verbal and written instructions.

Education Requirements:

- High school education or equivalent

Additional Information / Benefits:

- Benefits:
 - Medical Insurance
 - Life Insurance
 - Dental Insurance
 - Paid Vacation
 - Paid Sick Days
 - Paid Holidays
 - Pension/Retirement Plan
- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems and new processes.
 - Commitment to Boone County's best interests
 - Willing to adapt well to change.