

Job Title: License Assistant
Department: County Administration
Classification: Grade 3
Reports to: Deputy Registrar
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Not available
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position reviews motor vehicle, driver license and DNR documents for correct information and authenticity; enters accurate information into the State database live for Law Enforcement, Dealers, DVS, Courts, Banks and State Agencies; processes payments; and services customers in person, over the phone, by email and mail with the policies and procedures of vehicle transfers, DNR and different options of driver licenses.

Communicates with:

Internally – All license staff.

Externally – Public, the State of MN

Supervision:

N/A

Essential Work Functions:

- Provides Customer Service through accurate information on State and Federal Law
- Enters accurate data for State record and Law Enforcement regarding Motor Vehicle, Driver's License and DNR transactions, maintaining positive attitude and Conflict resolutions.
- Verifies accuracy on all documents.
- Assignment of correct license plate, weight and yearly sticker to different types of vehicles accordingly.
- Processes disability parking certificates.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires High School diploma or GED.
- One (1) year of clerical experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Up to 25 pounds of force)		X		
Challenging or threatening behaviors			X	
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____