



Job Title: License Specialist
Department: County Administration
Classification: Grade 4
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 is responsible for preparing all aspects of daily reporting to the State of MN on all driver's license, motor vehicle, and DNR, including the development and maintenance of all internal processes, procedures and electronic reporting systems necessary. Also is responsible for the sales of various licenses, handling questions regarding many Federal, State regulations and statutes.

Communicates with:

Internally – All license staff.

Externally – Public.

Supervision:

N/A

Essential Work Functions:

- Provides Customer Service through accurate information on State and Federal Law.
- Prepares and calculates financial and daily reports for end of day balancing and researches financial discrepancies, handles bank deposits for the State and County's portion.
- Reviews all daily applications.
- Resolves problems/complaints associated with issuance of all licenses.
- Manages and maintains inventory of license plates and stickers from the State, to ensure adequate supply to meet customer demand.
- Provides assistance to others in the department on policies and procedures in accordance to State law, assisting in trouble shooting difficult situations.
- Manages and maintains Morrison County License Bureau Website with updated and new information regarding MV/DL and DNR.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires specialized training beyond High School, but less than an associate degree.
- One (1) year of License Assistant 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 accommodations 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		
Travel		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: _____