

MOTOR VEHICLE REGISTRATION ASSISTANT DIRECTOR

NATURE OF WORK

This is supervisory work assisting in directing the activities of the Registration Division of the Department of Motor Vehicles.

Employee plans and directs the work of a large staff of supervisory and clerical personnel engaged in certification of motor vehicle titles, the sale of license plates, the recording of liens, the collection of fees and taxes, the obtaining of proof of liability, and the sale of license plates in established branch offices throughout the state. Work includes extensive public contacts in interpreting and promoting division programs. Work is reviewed by the Motor Vehicle Registration Director through periodic conferences, written reports, evaluation of accomplished results, and acceptance by the general public of decisions rendered.

ILLUSTRATIVE EXAMPLES OF WORK

Assists unit supervisory personnel in solving problems relating to appropriate interpretation of motor vehicle and financial responsibility registration laws, acceptance or rejection of registrations and fees, and preparation of correspondence.

Discusses with the general public questions regarding issuance of certificates of titles, liability for fees and taxes, dealer plates, temporary markers, payment of liens, illegal retention of certificates of titles, and filing proof of insurance.

Supervises the sale of license plates through branch offices; authorizes the opening and closing of branch offices, prepares training material for field personnel, and solves office problems through correspondence, telephone, and field trips.

Supervises the collection of liability insurance certificates, the issuance of notices involving insurance terminations, and the revocation of license plates for lack of insurance.

Recommends and assists in preparation of revised registration policies and procedures.

Assists in preparing registration bulletins to branch offices, enforcement personnel, automobile dealers, and finance companies concerning changes in laws and regulations.

Assists in editing and publishing License and Title Manual, Insurance Handbook, and Registration and Weight Data Manual.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of the statutes, regulations, policies, and procedures involved in the registration of motor vehicles.

Considerable knowledge of office management, practices, procedures, and equipment.

Considerable knowledge of current record keeping systems.

Ability to supervise the work of a large. Supervisory and clerical staff engaged in processing motor vehicle titles and collecting applicable fees and taxes.

Ability to prepare new or to revise procedural manuals.

Ability to express oneself clearly and concisely in oral and written form.

Ability to establish and maintain effective working relationships with subordinate personnel, departmental officials, public and private agencies, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university and three years experience in office management work involving public contacts; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.