

JOB OPENING ANNOUNCEMENT



Position Title: Clerk II

Department: Motor Vehicle

Position Summary:

Under the supervision of the County Treasurer and Motor Vehicle Supervisor, an employee at this level performs a variety of complex accounting and clerical tasks. The employee in this position is responsible for titling and registering motor vehicles, verifying information to the State, collecting property tax and/or sales tax on motor vehicles, collecting registration fees, preparing reports, and assisting in collecting delinquent taxes. The Clerk II assists the public by answering non-routine questions and providing more extensive information gained from experience in the assigned department, either in person or over the phone. This position requires the application of some independent judgment and the interpretation of routine policies and regulations. Assignments may involve more than routine skill in computer operation, typing and other office equipment. Work is performed with limited supervision from the designated County Treasurer or Motor Vehicle Supervisor.

Franklin County participates in the Kansas Public Employees Retirement System (KPERS & KP&F).

How to Apply: Complete On-Line Application at Current Job Openings at www.franklincoks.org or at www.HRePartners.com.

Base Rate: \$12.66 per hour

Date Opened: Monday, October 28, 2019

Date to Close: Open Until Filled
Position may close to applications without notice.

Hours: Generally, 8 a.m. to 5 p.m. Monday – Friday.
Some overtime may be required.

Questions regarding this job announcement shall be directed to the Human Resources Department at 785-229-3444 or via e-mail at humanresources@franklincoks.org.

Additional Information:

High School Diploma AND six to twelve months related office experience and/or training involving customer service and monetary transactions required.

Knowledge of accounting principles to of routine fiscal transactions and ability to perform work accurately, effectively and in a timely manner.

Verifies auto insurance information, researches ownership records and determines ownership tax liabilities required.

Establishes, maintains, and portrays a positive and professional working relationship/image with others, other departments, public officials, and the public required.

Works independently in a setting requiring self-motivation and cooperative decision-making required.

Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

Franklin County conducts background checks and drug screenings on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the agreement and is subject to change as the County's needs and requirements of the job change.

The State of Kansas and Franklin County are At-Will Employment jurisdictions.

Franklin County is an Equal Employment Opportunity Employer

Franklin County, Kansas Job Description

Title: Clerk II	Grade: 11
Reports To: County Treasurer Motor Vehicle Supervisor	FLSA: Non-Exempt
Department: Motor Vehicle	Modified Date: 07/2019

JOB SUMMARY:

Under the supervision of the County Treasurer and Motor Vehicle Supervisor, an employee at this level performs a variety of complex accounting and clerical tasks. The employee in this position is responsible for titling and registering motor vehicles, verifying information to the State, collecting property tax and/or sales tax on motor vehicles, collecting registration fees, preparing reports, and assisting in collecting delinquent taxes. The Clerk II assists the public by answering non-routine questions and providing more extensive information gained from experience in the assigned department, either in person or over the phone. This position requires the application of some independent judgment and the interpretation of routine policies and regulations. Assignments may involve more than routine skill in computer operation, typing and other office equipment. Work is performed with limited supervision from the designated County Treasurer or Motor Vehicle Supervisor.

ESSENTIAL FUNCTIONS:

- Makes final decisions on title approving process - ensuring title applications are correct and complete before authorizing the State of Kansas to print the title;
- Verifies personal property taxes paid on the County level and State Assessed vehicles. Handles Federal Heavy use tax Form 2290 and 6000 mile paperwork;
- Issues state park permits and 60 day inspection permits; issues distinctive plates;
- Processes titles and registration renewal and lien releases for individuals, organizations and dealers;
- Collects and records Motor Vehicle payments;
- Reconciles daily Motor Vehicle money drawer at the beginning and end of each work day;
- Extracts transactions of titles, renewals, web tags, refunds and antiques of the prior day's work on a daily basis;
- Verifies auto insurance information, researches ownership records and determines ownership tax liabilities;
- Prepares Monthly Lien Holder Notices, organizes daily work to attach to the correct lien holder;
- Answers phone calls, written inquiries, and meets with general public regarding departmental regulations, policies, procedures, or issues relating to motor vehicle; research answers; fax or email forms to customer, when required;
- Periodically make calls to Kansas Department of Revenue, Motor Vehicle Division, Topeka to resolve issues;
- Assists the public with completing the various required forms, records, etc. for the assigned department;
- Accesses information in computer database for the public and records information in computer database regarding transactions;
- Maintains comprehensive and accurate records;
- Flags people that have delinquent personal property, flags people that have cash only payments;
- Prepares and sends annual mailings to required public individuals;
- Investigates information in files and computer databases and provides summary of findings as requested;
- Composes routine correspondence and maintains departmental accounts;
- Records messages and forwards to appropriate personnel if unable to handle/answer question;

- Performs moderately difficult mathematic calculations and various routine accounting duties;
- Helps coworkers with computer questions on using software for windows;
- On occasion orders and receives inventory, mail, and other deliveries from customers;
- Works with customers in courteous and efficient manner in all transactions; Communicates with insurance agents, law enforcement and State of Kansas Division of Motor Vehicles;
- Coordinates and organizes special projects as requested.
- Maintains Customer privacy; does not divulge any private business information, addresses etc. Every year must take training & pass test on security issues in order to maintain Motor Vehicle Clerk status.

SECONDARY FUNCTIONS:

- Completes other duties as assigned or deemed necessary.
- Clocks in and out in a timely manner, making sure breaks, and lunches are all taken for the correct amount of time.

SUPERVISORY FUNCTIONS:

- None.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE:

At the time of hiring, you should have knowledge of:

- Application of accounting principles for routine fiscal transactions and ability to perform work accurately, effectively and in a timely manner;
- Proper structure and content of the English language including the meaning and spelling of words, rules of composition and correct grammar;
- Modern office practices and procedures, of accounting practices and bookkeeping.
- Ability to be at work on time, and have money drawer counted and ultimately be ready to help the first customers when the office opens.

Through State of Kansas training and with actual experience in the Motor Vehicle Office you will acquire knowledge of:

- State Motor Vehicle registration and title rules and regulations;
- State of Kansas Revenue Vehicle Manual
- Processes and procedures for the Motor Vehicle function within the Franklin County Treasurer's Office
- Mandatory security training, test and oath of confidentiality

SKILL IN:

- Communicating clearly and concisely in writing regarding vehicle registration and ownership, and other related issues, adjusting the level and tone of the message appropriate to be understood by the respective audience;
- Inspecting reports, records and other data for accuracy, completeness and compliance with established standards;
- Acting tactfully and courteously with the public, co-workers and other agencies;
- Performing moderately complex clerical duties;
- Assisting the public by answering non-routine questions and providing more extensive information gained from experience in the assigned department, either in person, via email, or over the phone;
- Uses independent judgment to perform routine policies and regulations

- Assisting the public by processing various forms, records, payments, etc. for the assigned department;
- Operating various office machines with accuracy;
- Data entry and computer skills using Microsoft applications.

ABILITY TO:

- Establish, maintain, and portray a positive and professional working relationship/image with others, other departments, public officials, and the public;
- Work independently in a setting requiring self-motivation and cooperative decision-making;
- Perform customer service activities: answer telephone calls; explain programs, policies and procedures within the scope of authority; provide information of general or limited technical nature; take messages and refer callers to appropriate person or department;
- Operate photographic recording equipment, calculator, copier, typewriter, fax machine, personal computer; work with spreadsheet, database, and word processing software.
- Understand and follow oral and written instructions;
- Proofread documents with proficiency and accuracy;
- Maintain highest level of confidentiality;
- Apply mathematical skills as related to required documents.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Upon hire employee shall be required to successfully complete the State of Kansas supplied MOVRS training, including security awareness training; and KCOVRS training for Commercial Vehicle registration
- Successfully complete annual confidentiality test and oath governing information in the State Motor Vehicle programs including but not limited to customer provided documentation and personal information.

REQUIRED EDUCATION OR EXPERIENCE:

- High School Diploma or GED;
- AND six to twelve months related office experience and/or training involving customer service and monetary transactions;
- OR equivalent combination of education and experience.

PREFERRED EDUCATION OR EXPERIENCE:

- Associate's degree or equivalent from two-year college or technical school;
- AND one to two years related experience and/or training involving customer service and monetary transactions;
- OR equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear;
- The employee is frequently required to sit and use hands to finger, handle, or feel;
- The employee is occasionally required to stand; walk; reach with hands and arms;
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.