Part Time

Rev. 3/99
Erie County
E-081Comp.
B-662 PT NC
Hourly
JG V
RAM/a

JUNIOR MOTOR VEHICLE CASHIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for collecting fees in processing motor vehicle license and registration documents. The work is carried out in accordance with established procedures and involves dealing directly with the public in handling approved license, registration and enforcement documents, processing information through a computer terminal connected to the New York State Department of Motor Vehicles and accepting payment of license, registration and enforcement fees. The work is performed under the direct supervision of a Senior Motor Vehicle Cashier and the exercise of supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, reviews and processes license and registration documents by means of teleprocessing or manual devices;
Types and verifies data from original documents for computer input and processing;
Determines cause of malfunction or rejection response by computer and takes appropriate action;
Requests additional data from applicant if central computer is unable to process transaction;
Computes fees, collects payments and makes change;
Reconciles transactions and payments received;
Performs a variety of clerical functions related to the processing of license and registration documents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the New York State Vehicle and Traffic Laws and procedures related to the issuance of licenses, registrations, enforcement and Financial Security for motor vehicle operation and ownership; skill and ability to type accurately; skill and ability to deal effectively with the general public; skill in the operation of computer terminal equipment; ability to receive monies and account for financial transactions; ability to make routine arithmetic computations; tact; a high degree of accuracy; industry; honesty and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of office experience which included both the handling of cash and the keeping of financial records.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.