

**Deputy Registrar
City of Jordan**

Title of Class: Deputy Registrar
Effective Date: December, 2018

DESCRIPTION OF WORK:

General Statement of Duties: Performs skilled clerical and para-professional work as an agent for the State in processing DMV and DNR transactions; performs routine to skilled clerical work assisting other office staff; and performs related duties as required.

Supervision Received: Works under the general supervision of the State Deputy Registrar Field Representative and direct supervision of the City's Finance Director.

Supervision Exercised: None

TYPICAL DUTIES PERFORMED:

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Issues license tabs for motor vehicle registration including new, re-registrations, changes of class, conversions, and state changes for the Department of Motor Vehicles.
- Registers new and used snowmobiles, all-terrain vehicles, and watercraft for the Department of Natural Resources.
- Transfers titles for motor vehicles and watercraft as appropriate; calculates excise tax based on purchase price or book value according to guidelines.
- Answers questions, by phone and in person, related to transactions, forms, attachments, and other rules, laws, and requirements; determines alternatives for processing when regular procedures aren't possible.
- Collects fees and ensures all forms and documents are complete and accurate; assists customers in completing forms.
- Processes applications title and registration for new and used vehicles brought in by dealers.
- Completes transaction forms, audits for accuracy, and prepares a daily report with required information and fees broken down by fund.
- Organizes daily report by registration class and ensures all appropriate documents and forms are attached; mails to regional processing group.
- Downloads daily financial report to Department of Motor Vehicles.

- Totals daily receipts, separates City filing fees, prepares a check to the state, and deposits correct amount into the State account

- Maintains a variety of records including accounting records.
- Prepares monthly check to the City and submits to Finance Director.
- Handles collection of bad checks by preparing and sending letters, and making phone calls.
- Reconciles the Deputy Registrar checking account.
- Prepares and submits department budget request to the City Administrator and/or Finance Director and monitors the budget during the year.
- Trains backup support personnel to ensure coverage for absences.
- Prints annual inventory and goes through stickers listing those that are obsolete; destroys obsolete stickers after the field representative checks them.
- Checks in the annual allocation of stickers for the next year, separates stickers and groups them by weight; verifies all stickers have been received.
- Submits excise tax reporting forms to Department of Revenue on a weekly basis.
- Prepares monthly City deposit by totaling City filing fees and DNR fees, adjusting for NSF checks, completing a deposit slip, and depositing; enters deposit into accounting records, and files appropriate forms and receipts.
- Answers phones and provides information or transfers calls when additional help is needed.
- Assists at the front counter answering questions, searching records and files for information, selling dog licenses, accepting fees and payments as a backup.
- Attends annual Deputy Registrar School and keeps informed of changes through meetings and bulletins.
- Assists with mailings by folding documents and stuffing envelopes, etc.
- Occasionally answer “Gopher-One calls and document information as backup.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of laws, rules, regulations, procedures, and forms applicable to deputy registrar work.
- Considerable skill in mathematical computation and records maintenance.
- Considerable ability to communicate effectively and tactfully, both orally and in writing, with customers, state officials, City staff, and the general public.
- Considerable ability to analyze problems and exceptions and to determine the appropriate procedure or resolution.
- Considerable ability to read and interpret a variety of written manuals and bulletins and to utilize resources effectively.
- Considerable ability to learn a variety of rules, regulations, and procedures and be able to adapt to frequently changing requirements.
- Considerable ability to account for and handle money.
- Considerable ability to meet deadlines and accurately handle and record transactions.
- Ability to complete the title clerks’ certification program administered by the State DMV.
- Ability to work with others in a cooperative manner.

MINIMUM QUALIFICATIONS:

- Two years of responsible clerical work involving considerable public contact and recordkeeping.
- A moderate level of computer skill is needed for most aspects of the position.