



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Motor Vehicle Registration Supervisor

**FLSA:** Non-Exempt

**DEPARTMENT:** Treasurer

**REVISED:**

**Summary:** Under general direction, supervises, plans and coordinates the operations of the Laramie County Motor Vehicle division.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Oversees, plans and coordinates the operations and activities of the Motor Vehicle division; opens the office, vault and assigns daily batch; balances cash drawer and submits to accounting office in the event of employee absence.
- Hires, trains, monitors, and evaluates motor vehicle personnel; ensures staff compliance with applicable regulations and procedures; coordinates with trainer in relation to staff training requirements.
- Supervises and coordinates daily work plan for MVR department; monitors work flow for accuracy, completeness and validity of work performed; plans, prepares and revises work schedules and duty assignments according to customer requirements, problems and anticipated work loads; reviews the daily work plan for the MVR department; ensures accuracy, completeness and validity of work performed; maintains employee personnel records.
- Maintains payroll timesheets and approves leave requests.
- Serves as an information source; assists taxpayers with unique problems; provides general information on departmental, County, State and Federal policy and procedures; identifies and refers calls to appropriate personnel.
- Maintains the database for returned check transactions; prepares and mails collection correspondence to insufficient fund customers; prepares record and balance batches for uncollectible insufficient funds; reports uncollected NSF checks to the District Attorney; coordinates the recovery of license plates due to NSF with the Sheriff's department.
- Maintains the database for out of state sales tax collection and IRS 2290 requiring follow up compliance.
- Interprets and administers applicable State and Federal statutes in relation to vehicle registration and sales tax collection.
- Prepares and submits Department of Transportation specialized reports regarding license plate and validation tab inventory; coordinates and reviews license plate and tab orders; audits and monitors tab inventories; develops and monitors internal control policies in relation to validation tab distribution.
- Coordinates the recovery of license plates with the Sheriff's Department.
- Provides specialized reports for law enforcement and other agencies as required.
- Evaluates departmental policies and procedures; identifies opportunities for improving service delivery methods; creates and updates departmental forms and letters.
- Liaises with and assists programmers in developing and modifying computer software; coordinates the implementation of software improvements.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of motor vehicle division activities and services.
- Knowledge of policies and procedures relevant to the motor vehicle division.
- Knowledge of Federal and State statutes applicable to vehicle registration and sales tax collection.
- Knowledge of sales tax collection and returned check databases.
- Knowledge of specialized reports in relation to license plate and validation tab inventories.
- Knowledge of supervisory principles, practices, and methods.
  
- Skill in coordinating motor vehicle division activities and services.
- Skill in serving as an information source and providing assistance to taxpayers regarding unique motor vehicle division problems.
- Skill in coordinating insufficient fund activities including reporting and database maintenance.
- Skill in monitoring and coordinating license plate and validation tab orders/inventories.
- Skill in liaising with relevant internal and external parties in relation to motor vehicle division activities.
- Skill in ensuring compliance with departmental policies and procedures.
- Skill in supervising, leading, and delegating tasks and authority.

### **Minimum Qualifications:**

High School Diploma or equivalent; AND three (3) years motor vehicle division experience, or an equivalent combination of education, training and experience. Must be bondable.