



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Motor Vehicle Registration Representative

FLSA: Non-Exempt

DEPARTMENT: Treasurer

REVISED:

Summary: Under direct supervision, performs various motor vehicle registration and customer service functions.

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.)*

- Examines and evaluates required vehicle registration documentation in accordance with Federal/State laws and departmental procedures; issues vehicle registration and license plates; upon denial, provides information and instruction to registrants.
- Examines and evaluates documents required for vehicle sales tax collection in compliance with State law, regulations and departmental procedures; collects sales tax, assesses interest and penalties, and issues receipts.
- Collects, counts and disburses funds related to vehicle transactions; balances assigned cash drawer.
- Communicates and provides information to registrants/taxpayers in relation to tax codes, laws, principles and procedures; ensures compliance with vehicle registration and sales tax payment processes.
- Processes, orders and receives specialty plates and application forms; prepares renewal registration postcards for mailing; validates sticker inventory, selects and posts pertinent information on specific registration and sales tax records; investigates and corrects vehicle identification numbers.
- Drafts written correspondence; provides assistance with coordinating office supply inventory as required.
- Conducts research using the State Registration Information System (RIS); researches titles, sales tax, and registration databases for delinquent sales tax.
- Audits and corrects vehicle registration records for compliance and ensures consistent application of State rules and regulations.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of motor vehicle division activities and functions.
- Knowledge of Federal and State statutes applicable to vehicle registration and sales tax collection.
- Knowledge of vehicle registration and sales tax documentation.
- Knowledge of cash drawer balancing processes.

- Skill in performing various motor vehicle registration functions.
- Skill in providing general information in relation to vehicle registration and sales tax payments.
- Skill in ensuring compliance with departmental policies and procedures.
- Skill in collecting/disbursing funds and balancing cash drawers.
- Skill in working with and providing assistance to the general public.

Minimum Qualifications:

High School Diploma or equivalent; AND one (1) year customer service experience; or equivalent combination of education, training and experience. Must be bondable.