

**Sioux County**  
**Employer's Job Description**  
**(Revised 2023)**

**Name:** \_\_\_\_\_ **Department:** Treasurer Office  
**Position Title:** Motor Vehicle Clerk **Pay Grade:** TBD  
**Status:** Hourly/Non-exempt **Reports To:** County Treasurer

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**Primary Purpose of Position**

The primary purpose of this position is responsible for greeting and assisting the public in the office, by phone, or through email with Motor Vehicle issues, questions, or requests, and assist Motor Vehicle Deputy. This position's work schedule is forty (40) hours per week, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Treasurer:

**Knowledge, Skills, & Abilities Required**

- Process and complete MV titles, duplicate titles, registration renewals.
- Issue handicap plates and placards.
- Add or release liens.
- Web registration renewals.
- Keep updated on DOT rules and regulations as it pertains to MV.
- Operate computer, copier, scanner, fax, postage machine
- Backup for MV Deputy in daily balancing.
- Cross-trained to process property tax payments.
- Cross-trained for basic issuance on the DL team.
- Scanning MV titles, liens, and other MV paperwork
- Attend occasional meetings, conference, or training which may require overnight travel.
- Able to count money and make change, and stand for long periods

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED. Experience and training in computer use with progressively responsible administration experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Iowa motor vehicle operator's license and provide proof of insurance.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information, and must be detail oriented and possess good mathematical skills. Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate effectively with the public and the Treasurer's office personnel, assist the public, and provide instructions in a pleasant manner.

**Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in dealing with the public.

Ability to exercise the judgment, decisiveness and creativity in situations involving the public.

**Physical Requirements**

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert moderate physical activity, climb stairs, and able to lift and carry materials and stand for long periods of time.

**Environmental Conditions**

Ability to work under a variety of conditions some of which are outside and may be uncomfortable conditions and exposure to injury is possible.

**Compliance**

Compliance with the employee handbook, county policies, department work rules, and supervisor or elected official directives.

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Sioux County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.  
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**Employee Acknowledge**

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Elected official or Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date