



MVD CLERK Position Description

Department:	Motor Vehicle Department	Reports to:	MVD Manager
Probationary Period:	Six months (6)	Supervision:	N/A
Hours/Week:	40	Effective Date:	April 19, 2015
Type of Position:	Non-Exempt/Hourly	Revised Date:	May 5, 2025

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to adhere to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent
- Adhere to all professional and ethical behavior standards inherent to the Public Sector
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington
- Possess cultural awareness and sensitivity

POSITION PURPOSE

The purpose of this position is to provide full Motor Vehicle Department services in a professional and courteous manner.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Updates and corrects driver's licenses and title records
- Answers motor vehicle questions over the phone
- Renew registrations and transfers ownership of vehicles, boats, motorcycles, ATV's trailers, RV's, heavy commercial vehicles, freight trailers and mobile homes
- Issues temporary and permanent handicap placards
- Receives citation payments
- Processes dealer work for vehicle dealerships
- Sets up computer testing for customers
- Schedules and facilitates behind-the-wheel driving tests
- Reinstates suspended driver's licenses and registrations
- Processes motor vehicle reports and VIN inspections
- Files liens on titles
- Processes titles from lienholders
- Deactivates mobile homes
- Verifies compliance of heavy vehicles
- Reads tests to individuals who meet ADA requirements
- Submits documentation to State office daily
- Stays informed and up to date on State policy and procedure
- Provided Notary services, organizes/maintains office supplies, attends safety meetings
- Balances drawers daily
- Complies with all relevant rules and regulations at the federal, state, city and department levels



MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One (1) year direct work experience
- Education:
- High School Diploma or GED
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language
 - Perform simple mathematics, i.e., add, subtract, multiply, divide, and using whole numbers, fractions, and decimals.
 - Knowledge of cash register use, cash and credit transactions and accounting principles
 - Extremely detail oriented
 - Ability to work under stressful situations
 - Ability to obtain and maintain Notary Commission
 - Must be able to work odd hours or overtime on occasion
 - Must be able to able to travel, sometimes overnight
 - Ability to work standard office equipment
 - Ability to analyze and correct money errors
 - Possess a high level of customer service at all times

PREFERRED QUALIFICATIONS

- Bilingual skills in the English and Spanish language

WORK ENVIRONMENT

- Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight may be required from time to time for training purposes.
- Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and /or move up to 20 pounds. Specific vision abilities are required by this job including reading, distance, computer, and color vision.
- Mental Demands: There are a number of deadlines associated with this position. The employee must also multi-task with a wide variety of people on various and, at times, complicated issues.