

EMPLOYMENT ANNOUNCEMENT

Wasatch County Treasurer's Office seeks full-time Motor Vehicle Registration Clerk (Grade F \$23.24-\$25.03). Performs a variety of working level complex clerical tasks designed to ensure the accurate processing of titles of ownership and the acquisition of license plates required by law to engage in certain transportation activities. Spanish translation skills desirable with language skill pay available for demonstrated fluency. Applications and complete job description are available from the Wasatch County Personnel Office 55 S 500 E Heber City, UT or online at www.wasatchcounty.gov/Employment. Completed applications with copy of Resume must be submitted to the Personnel Office at the above address or emailed to: personnel@wasatch.utah.gov. Position is open for immediate vacancy and will be filled upon application review and interview. Wasatch County is an EOE.

WASATCH COUNTY JOB DESCRIPTION

TITLE: Motor Vehicle Registration Clerk
GRADE NUMBER: Grade F (\$23.24-\$25.03)
EFFECTIVE DATE: Revised 01-2025
DEPARTMENT: Treasurer

JOB SUMMARY

Performs a variety of working level complex clerical tasks designed to ensure the accurate processing of titles of ownership and the acquisition of license plates required by law to engage in certain transportation activities.

STEP AND GRADE CHARACTERISTICS

This is an entry level position.

ESSENTIAL FUNCTIONS

Operate computer terminal as needed to update plate and title records, correctly identify registered owner to make changes to records such as name change, contact information, and address changes. Conduct file searches on registrations and titles for financial institutions and law enforcement agencies when requested.

Process transactions at a point-of-sale system, give correct change and receipts and close cash drawer at end of shift.

Issue license plates, permits, registrations, decals, title certificates, etc. for passenger vehicles, trucks, trailers, motorcycles, snowmobiles, watercrafts, and other recreational vehicles.

Processes release of impounded vehicles, verifying identity of registered owner, collecting associated fees and paperwork needed for the release.

Process a variety of types of title transactions (i.e. new titles, transfer out of state titles, repossession titles, branded titles, transfer of ownership, and change of lienholder)

Collect sales tax as needed

Examine documents to verify applicability, legibility, completeness, accuracy, and/or consistency of information from one document to another for completion of above-mentioned processes.

Answers incoming phone calls for customers' questions regarding registration fees, processes, forms, and other customer service related questions.

Receive, research, and respond to incoming questions or complaints from customers, financial institutions, and dealers; provide information, explain policy and procedures, and/or facilitate a resolution.

Receive, log, and file title paperwork mailed to office for out of state dealer transactions.
Write and/or call dealer, financial institution, and/or customer to request missing documentation, signatures or clarification/ corrections if necessary to complete the processing of the title.
Assist with office inventory ensuring workstations are equipped with necessary materials for day-to-day operations.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities. Ability to communicate effectively verbally and in writing. Ability to maintain files, records, and reports. Knowledge of modern office practices and procedures. Skill in word processing, spreadsheets, data processing, and basic programs. Skill in reading, writing, and basic math.

PHYSICAL DEMANDS

Typically stand or sit at a desk or table. Regularly walk, stand, or stoop. Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds. Use tools or equipment requiring a high degree of dexterity. Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma. Keyboarding skills at a rate of 40 WPM net. One (1) year secretarial training including computer skills of Microsoft Word, Excel and other related programs. One (1) year work experience providing general office support.

LICENSING AND CERTIFICATION

Must possess a valid State of Utah driver's license.

****This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**