

Legislative, Rules & Governmental Operations  
County Clerk/DMV Agenda  
May 1st, 2025

COMMITTEE MEMBERS: Supervisors STROUGH, Conover, Wild, Driscoll, Maday, Geraci and Thomas.

- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the Floor and public comment
- IV. Action Agenda/New Business Items:
  1. Request: Request to create an additional Motor Vehicle License Registration Clerk – Temp.  
Rationale: To better serve the public and mitigate potential delays in MV License Registration services due to consistently high demand and seasonal surges, we propose utilizing existing budgetary resources to fund two temporary clerk positions. This proactive measure will directly address current busyness levels and ensure a more positive and efficient experience for our customers.
- V. Discussion Items:
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments:

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 4/17/2025

(a) Title of Requested Position: MV License Registration Clerk - Temp

(b) Annual **Base** Salary (and Grade if Applicable):

(c) Effective Date for New Position\*: 5/1/2025 ~~5/1/2025~~ 5/13/2025  
*\*Please do not backdate unless the purpose is to correct an error.*

(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:  
(Include annual salary and grade if applicable):

(e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
A.1410 130 - Salaries - Part-time - \$10,000

(f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* HR Director Initial NB for JF 4/17/25

(h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* Co. Admin Initial TMD for JF 4/17/25

(i) Is this a mandated position?  YES  NO  
If yes, please explain:

(j) Is there expected revenue from this position?  YES  NO  
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

## **MOTOR VEHICLE LICENSE REGISTRATION CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for determining eligibility for drivers' licenses and vehicle registration through a review of the application and a variety of supporting documents. The incumbent checks documents for accuracy and completeness of information, proof of age, conviction record and other required information. The incumbent processes documents by means of a teleprocessing device and related peripheral equipment. Motor Vehicle Clerks work under general supervision on standard assignments in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews and processes applications for all types of motor vehicle licenses and registrations;  
Determines acceptability of supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc. for adequacy and completeness of information required in accordance with vehicle and traffic law;  
Enters data into computer and checks resulting document for accuracy;  
Uses computer to search records to answer customers' questions, as appropriate;  
Computes, receives and accounts for licenses and registration fees;  
Conducts vision, road sign, and written tests;  
Receives, counts, and stores license plates, tabs, forms and other supplies;  
Compiles receipts, expenditures and reports for submission to the State Department of Motor Vehicles;  
Directs applicants in the proper completion of forms and provides routine information;  
Schedules road tests;  
Collects, counts and records motor vehicle fees, makes change in all denominations;  
Performs office clerical work as necessary.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:**

Good knowledge of pertinent sections of the Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;  
Good knowledge of modern office terminology, procedures, equipment and business English;  
Ability to communicate effectively both orally and in writing;  
Ability to deal effectively with the public;  
Ability to organize and maintain accurate records and files;  
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;  
Ability to perform close, detail work involving considerable visual effort and concentration;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience.