

Buffalo County Treasurer' Office

Position: Motor Vehicle Clerk 1

Essential Functions:

1. Work courteously and efficiently with customers at counter to facilitate Motor Vehicle processes.
2. Responsible for data entry of information into software and creating transactions for titling, registering vehicles, boats, trailers, atv etc.
3. Answering the telephone and assisting with information for customers.
4. Receive money, credit cards and checks for payments, with attention to accuracy.
5. Work with records, including filing, scanning and organizing.

Skills/Educational Requirements:

1. High School diploma or GED
2. How to use office equipment, computer data entry, calculators, credit card machine, copier, printers.
3. Learn laws in order to serve the customers with registrations, sales tax, titling.

Physical Requirements:

1. Must be able to work standing at a counter, for extended periods.
2. Must be able to handle boxes of license plates, and boxes of forms in the 25 lb range.

Successful candidate must be flexible to a wide variety of duties in addition to the ones listed above. This job will require learning new information on a continuous basis since the Motor Vehicle Laws in the State of Nebraska are in a constant state of evolution.