

## **BUFFALO COUNTY TREASURER'S OFFICE**

POSITION: Full-time Motor Vehicle Clerk 1

### Essential Job Functions:

1. Work courteously and efficiently with customers to facilitate Motor Vehicle processes.
2. Responsible for data entry of information into software to create transactions for titling and registering vehicles, trailers, boats and ATVs.
3. Answering telephone and assisting with information for customers.
4. Accurately collect money, credit cards and checks for payment of taxes and fees.
5. Assist with general office duties as needed.

### Skills and Educational Requirements:

1. High School diploma or GED
2. Operate office equipment, calculators, credit card machine, copier and printers.
3. Be capable of operating computers with software programs specific to county functions.
4. Become capable applying State of Nebraska laws to serve the customers with titling, registration and sales tax.

### 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 forms in the 25 to 40 lb range.

Successful candidates 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 as the Motor Vehicle Laws in the State of Nebraska are in a constant state of evolution.

Applications may be found under the Employment tab on the Buffalo County website. A completed application, resume and cover letter may be sent by mail or in person to the following address:

Brenda R. Rohrich  
Buffalo County Treasurer  
1512 Central Ave  
P.O. Box 1270  
Kearney, NE 68848-1270