

OFFICE OF BUFFALO COUNTY TREASURER

Position: Motor Vehicle Clerk 1

JOB SUMMARY

- Reports directly to Buffalo County Treasurer
- Provide courteous customer service, do light bookkeeping tasks and perform a variety of necessary duties for issuance of titles, sales tax, license plates and registrations for motor vehicles, trailers, boats and ATV's.

ESSENTIAL FUNCTIONS

(NOTE: The following is not necessarily an all-inclusive listing of duties associated with this job. Additional duties may be added or deleted as needed by the County Treasurer.)

- Work courteously and efficiently with customers both at the counter and over the phone to facilitate motor vehicle processes, questions and problems.
- Responsible for data entry of information into State of Nebraska software creating transactions for titling and registering vehicles, boats, trailers, ATV's, etc.
- Assist with the issuance of driver's licenses.
- Receive cash, credit cards and checks for payments, with attention to accuracy.
- Work with office records, including filing, scanning, mailing and organizing.
- Assist with all office tasks as needed.
- Maintain a high degree of accuracy in all job tasks.

SKILLS/EDUCATIONAL REQUIREMENTS

- High school diploma, or equivalent, required.
- Money handling experience with cash, check and credit card transactions.
- Ability to operate calculator, office equipment, credit card machines, copier and printers as well as data entry to the State of Nebraska Motor Vehicle computer system.
- Ability to learn the laws of the State of Nebraska in order to serve the customers with registrations, sales tax and titling.
- Be able to work effectively and cooperatively with office staff, other county offices and the citizens of Buffalo County.
- Ability to maintain a professional demeanor and act with integrity in the performance of tasks and problem solving.
- Ability to work independently and as a team.

PHYSICAL REQUIREMENTS

- Must be able to lift boxes of paper and license plates in the 25 to 40 lb range.
- Must be able to work standing at a counter for extended periods.

Work Schedule

- 8 am – 5 pm. M-F, 40 hours per week

Wage

- Starting Wage is \$17.00 - \$18.50 per hour, depending on qualifications
- Comprehensive benefit package including health insurance and retirement.
- Non Exempt Position

Please submit completed application, resume and cover letter to:

Buffalo County Treasurer
1512 Central Ave
P.O. Box 1270
Kearney, NE 68848

Position will remain open until filled.

EOE/AA/Veterans Preference