

## **IOWA COUNTY JOB DESCRIPTION**

**POSITION:** Auto Clerk  
**DEPARTMENT:** Treasurer

**REPORTS TO:** Iowa County Treasurer  
**REVISION DATE:** November 2024

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### **PURPOSE OF POSITION**

Under the general direction of the County Treasurer to supervise and perform duties related to this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

### **GENERAL DUTIES**

- Assisting Customers at the counter
- Process Motor Vehicle Transactions
- Complete Motor Vehicle Balancing
- Respond to questions, issues and concerns of customers
- Compete Motor Vehicle Month End Reports
- Assist in preparing documents for the Auditing Firm
- Issue Drivers Licenses
- Administer Written Tests
- Administer Drive Tests
- Conduct Department Reexams
- Collections of Taxes
- Travel for training

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- High School Diploma or equivalent is required
- Working knowledge of office machines and computer data entry
- Experience in Microsoft Word and Excel
- Ability to learn and retain vast amount of information and procedures
- Ability to work with the public under stressful situations
- Possess strong communications skills, both verbal and written communication skills
- Possess problem solving capabilities

## **MINIMUM MENTAL & PHYSICAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Proficient in basic mathematics
- Able to count money and make change
- Record and verify numbers
- Maintain composure and interact positively with the public
- Maintain and respect customer confidentiality
- Ability to write legibly
- Ability to communicate effectively over the phone
- Data entry requires extensive use of fingers, hands, arms
- Regular eye contact in which objects must be seen at depth of 20" or less
- Reaching vertically and horizontally for license plates and other items
- Ability to lift items up to 50 pounds
- Ability to sit and work at a desk
- Frequent walking and standing at a counter are required

## **ENVIRONMENTAL ADAPTABILITY**

- Work is normally performed in an office environment
- Headaches, eyestrain, carpal tunnel and related occupational hazards associated with data entry work would reflect the most common injuries

Iowa County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.