



LARAMIE COUNTY

JOB DESCRIPTION

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| TITLE: Senior Motor Vehicle Registration Representative | FLSA: Non-Exempt |
| DEPARTMENT: Treasurer | REVISED: |

Summary: Under direct supervision, performs various motor vehicle registration functions; provides assistance with the coordination of work activities for assigned personnel as required.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs examination and evaluation of required vehicle registrations documents in accordance with State and Federal laws; issues vehicle registration and license plates; in the event of denial, provides information and instructions to registrants.
- Conducts examination and evaluation of required vehicle sales tax documents in compliance with State laws, regulations and departmental procedures; collects sales tax, assesses interest and penalties, and issues receipts.
- Collects, counts and disburses funds in relation to vehicle transactions; balances assigned cash drawer.
- Communicates and provides information to taxpayers regarding tax codes, laws, principles and procedures; ensures compliance with vehicle registration and sales tax payment procedures.
- Coordinates delinquent sales tax collections including creating, implementing and maintaining the Treasurer's database of delinquent sales tax; forwards unpaid records to the Department of Review for filing of liens; tracks unpaid records in the database and coordinates the release of liens.
- Processes, orders and receives specialty plates and application forms; prepares renewal registration postcards for mailing; coordinates validation sticker inventory; investigates and corrects vehicle identification numbers.
- Selects and posts pertinent information on specific registration and sales tax records.
- Drafts written correspondence; assists with coordinating office supply inventory as required.
- Provides assistance with training new employees on various aspects of departmental activities, procedures and responsibilities.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of motor vehicle division activities and services.
- Knowledge of Federal and State statutes applicable to vehicle registration and sales tax collection.
- Knowledge of commercial/temporary vehicle registrations and temporary permits.
- Knowledge of specialty plates and vehicle registration applications.
- Knowledge of cash drawer balancing processes.

- Skill in performing various motor vehicle division functions.
- Skill in providing general information in relation to vehicle registration and sales tax payments.
- Skill in ensuring compliance with departmental policies and procedures.
- Skill in collecting/disbursing funds and balancing cash drawers.
- Skill in working with and providing assistance to the general public.

Minimum Qualifications:

High School Diploma or equivalent; two (2) years motor vehicle division experience, or equivalent combination of education, training and experience. Must be bondable.