

VEHICLE REGISTRATION OFFICER II**NATURE OF WORK IN THIS CLASS:**

This is technical and clerical work involved in the processing of vehicle license applications and issuance of related certificates, registrations, decalcomania, and plates.

Employees in the class perform the full range of moderately complex duties under general supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not list all the duties listed).

Receives varied applications for which license and registration, including dealership and commercial applications, initial registration, transfer of ownership, renewal of registration; insures registration applications are completed properly; computes and applies registration fees, transfer tax and penalties when applicable; issues certificate of certificate of ownerships and registration cards, replacement of license plates and validation, stickers, Soldiers and Sailor's Civil Relief Act Registration.

Explains and interprets provisions of the Vehicle Code regulations, policies, procedures and other program guidelines to the general public.

Participate in coordinating with the Guam Police Department and other agencies and program units within the department regarding the registration of vehicles, collection of vehicle transfer tax, recordation of tax liens and related activities.

Makes entries, updates, and deletions of vehicle registrations, transfers, liens, and other transactions in the computer terminal.

Records and maintains files of chattel mortgages, promissory notes, security installments and conditional sales contract.

Researches files of vehicle registrations and records required by the law enforcement agencies and/or the courts.

Performs automobile appraisals.

May testify in court as a government witness.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to interpret and apply the Motor Vehicle Code and other pertinent laws and regulations related to vehicle licensing and registration.

Ability to make arithmetic computations with accuracy.

Ability to work effectively with employees and the public.

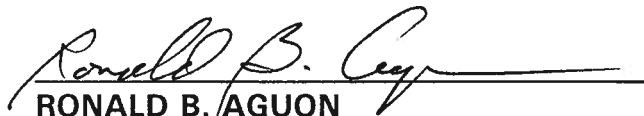
Ability to maintain records and prepares reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience as a Vehicle Registration Officer I, or equivalent work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

AMENDED: August, 1993

PAY GRADE: H


RONALD B. AGUON
Acting Executive Director
Civil Service Commission