

VEHICLE REGISTRATION SUPERVISOR**NATURE OF WORK IN THIS CLASS:**

This is supervisory and technical work involved in the administration of the motor vehicle licensing and registration programs.

The employee in this class plans, implements and directs motor vehicle license and registration work for the Department of Revenue and Taxation.

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

Plans and provides day-to-day supervision over the work of the Motor Vehicle License and Registration Branch.

Evaluates program to determine the effectiveness of operations and to ascertain whether program objectives are being met, and initiates/recommends changes to enhance program effectiveness.

Responds to inquiries/complaints concerning licensing, registration and issuance of permits.

Recommends revisions to internal operating procedures; initiates improvements to expedite review of applications for licenses and permits; devises forms, report formats and other means to facilitate the work of the branch.

Reviews applications for motor vehicle licenses and registration for clarity, conciseness and completeness and for quality control.

Responds to personnel problems and grievances; participates in establishment of performance standards; evaluates work performance of subordinates; recommends personnel actions; explains personnel rules, regulations and department policies to subordinate employees.

Participates in ascertaining training needs; participates in serving as training instructor; obtains instructional help from other sources.

Keeps abreast of current trends and developments in vehicle licensing and registration functions.

Maintains records and prepares reports.

May testify in court as a government witness.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of management principles and practices.

Knowledge of the Motor Vehicle Code relevant to vehicle licensing and registration functions.

Ability to plan and supervise the activities and employees of the Vehicle License and Registration Branch.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to evaluate program effectiveness and initiate/recommend changes in operating procedures and organization and program guidelines to enhance effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

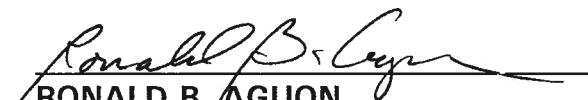
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Five years of technical experience in vehicle license and registration work, including one year as a Vehicle Registration Officer III and graduation from high school; and
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

AMENDED: August, 1993

PAY GRADE: J


RONALD B. AGUON
Acting Executive Director
Civil Service Commission