

Murray County Position Description

Classification: License Center Supervisor

Department: License Center

Reports to: County Commissioners

Location: Murray County Government Center

Supervises: License Center PT

FLSA Classification: Non-Exempt

Position Summary

This position manages the county's License Center. The position ensures recordability of documents and manages collections process. This position is also responsible for maintaining inventory supply records and representing the County at various meetings.

Essential Duties and Responsibilities	%
<p>Manage License Center</p> <ul style="list-style-type: none"> • Provide excellent customer service at the "one stop" counter, issuing, acceptance and viewing a variety of forms and documents related to the procurement of licenses, registrations, permits, other service center transactions and direct customers to other departments when necessary; • Issue motor vehicle licenses, transfers and DNR license (ATV, boat and snowmobile) license and golf cart permits; • Prepares monthly bank reconciliation and submit county fees and tracking numbers for year-end reports and collect returned checks; • Provides reports and updates to County Board of Commissioners; • Enter and record transactions and fees collected; • Balance daily reports and submit reports State; • Prepare monthly reports and submit reports along with the County fees to the County Auditor-Treasurer. 	80
<p>Department Head and Supervisor</p> <ul style="list-style-type: none"> • Aid in training and provide guidance to employee; • Prepares and administer Department Budget; • Leads the operations of the Department and oversees, manages and directs the staff, the work and work activities of the Department to ensure that they are aligned with the vision and directives of the County Board; • Responsible for scheduling work assignments, tracking hours work and conducting performance evaluations of staff and assists in hiring process. 	15
<p>Other duties as apparent or assigned.</p>	5
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p> <p>If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.</p>	

Qualifications

Education: Minimum of a High School diploma/GED and three years working in customer service.

Desired Qualifications:

- Supervisory experience
- Clerical experience in government

Requirements:

- Must be Title Clerk Certified and maintain every three years;
- Must be registered as a notary;
- Must be able to work with others in a team environment and to communicate effectively with members of the public, and officials or employees from other organizations and departments;
- Establish precedents and Department objectives;
- Ability to learn and web based DVS program as well as MN DNR computer program;
- Must follow and implement laws established by the State of Minnesota;
- Must communicate with public, other departments and other agencies in a professional manner.
- Valid MN Driver's License.

Physical Demands and Working Conditions

- Activities that occur continuously are talking and hearing.
- Activities that occur frequently are: sitting, using fine manipulation, using near/far vision.
- Activities that occur occasionally are standing and walking.
- Activities that occur infrequently are: bending, stooping, squatting, crawling, crouching, kneeling, pushing, pulling, twisting, reaching with shoulders straight, above and below shoulder level with both shoulders individually or at the same time, using fingers, handling, using both feet, using depth perception, accommodation, color vision, peripheral vision, using smell, carrying and lifting up to 34 pounds

Equipment Utilized

Uses general office equipment including but not limited to: computer, telephone, calculator, fax machine, typewriter, copier and printer. Also uses the following: notary seal, county seal, scanner, vision machine and credit card machine. Ability to operate a vehicle.