

**PHILLIPS COUNTY JOB DESCRIPTION**  
**MOTOR VEHICLE CLERK, ELECTIONS DEPUTY, RECORDING CLERK**  
**AND DRIVER'S LICENSE EXAMINER**

**GENERAL STATEMENT OF DUTIES**

Performs routine public contact including, but not limited to, the telephone and complex clerical work involved in various departments in the County Clerk's Office under the direct supervision of the County Clerk and the deputy County Clerk.

**DUTIES**

The following examples of duties are intended to be illustrative only and not intended to be inclusive. Employees perform the duties of elections, motor vehicle clerk, recording clerk and Driver's License Examiner but not limited to those duties. Must be able to follow requirements per Secretary of State and Department of Revenue rules and regulations. Must be able to record instruments using recording equipment for retention to be used by people for many years in the distant future. Must be able to follow the various guidelines for issuance of driver's license and motor vehicle titles and registration to the public and register qualified people to vote.

**JOB REQUIREMENTS AND DIFFICULTY OF WORK**

Must have a high school diploma or GED equivalent. Experience of two years of general office work requiring public contact or combination of education and experience. Must be able to speak, write and read the English language, be organized and detail oriented and must be able to work after hours and three Saturdays a year. Must be willing to travel, sometimes with overnight stays, for training purposes.

Must be trained and certified by the Secretary of State for Election Processes. Must have training from the Department of Revenue in the knowledge of how to title vehicles, issue license plates, collect ownership tax and fees. Must attend workshops by Department of Revenue and must be trained and certified by The Department of Revenues Driver's License Department. Must be honest and courteous to the general public and talking on the telephone. Must be able to balance for the previous day's money against the reports required from the Department of Revenue, recordings, and the Driver's License business.

**PHYSICAL REQUIREMENTS**

1. ability to conduct activities involving standing, sitting and walking.
2. ability to lift about 40 pounds occasionally.
3. ability to lift, grasp and move office equipment and other tools and materials.
4. ability to do climbing, stooping, kneeling/bending, crouching, twisting and reaching on a frequent basis.
5. ability to work with hands above shoulder height with a weight up to 10 pounds.

### ENVIRONMENTAL CONDITIONS

The majority of this position and its duties are performed indoors or in a protected environment. The incumbent may be exposed to noise, fumes, odors, dust, mechanical and electrical hazards associated with the office environment.

### REMARKS

The above job description is intended to describe the essential duties of an employee and does not necessarily describe all of his/her marginal duties.