



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Motor Vehicle/Tax Clerk DATE OPENED: 11/19/2020

DEPARTMENT: Treasurer CLOSING DATE: 12/1/2020

If you have any questions about this position vacancy, call: (406) 758 - 5684

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 17.94 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 18.66 per Hour

2 YEAR STEP: \$ 19.41 per Hour

3 YEAR STEP: \$ 19.79 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Must be able to use a ten-key calculator and a keyboard/typewriter proficiently. A typing and ten-key test will be administered during the interview.

**APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:**

**[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)**

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Motor Vehicle/Tax Clerk	<b>Job Code:</b> 11010
<b>Department:</b> Treasurer's Office	<b>Pay Grade:</b> Stnd 22
<b>Reports to:</b> Supervisor and/or Treasurer	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Motor Vehicle Department provides licensing, registration, and title services to County residents. The Department registers and titles cars, trucks, snowmobiles, boats, motorcycles, trailers, and motor homes. The Property Tax Department collects taxes for real estate, personal property, and mobile homes for all Flathead County property owners. The Department also issues moving permits for mobile homes.

**Job Summary:** The Motor Vehicle/Tax Clerk is responsible for providing licensing, registration, and title services to County residents according to departmental policies and applicable laws. They are also responsible for collecting real estate, personal property, and mobile home taxes according to Montana tax laws. In addition, they issue mobile home moving declarations. Duties include assisting the public, in person, and over the phone with motor vehicle registration, titling, and property tax questions.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assist customers with the motor vehicle title and registration process by assessing their needs and explaining applicable requirements ordained by laws and rules. Direct customers to filling out the necessary paperwork and check for completeness and accuracy.
- Verify accuracy and completeness of customer paperwork such as title, supporting documents, loan contracts, proof of insurance, and ensure all specific requirements are satisfied by reviewing paperwork. Identify missing information and documents and explaining any deficiencies to the customer.
- Search appropriate databases to ensure there are no circumstances prohibiting a customer from attaining a particular registration. Respond to customer complaints and explain statutes, policies and procedures that apply to each situation.
- Identify problems in required documentation (e.g., signature not notarized, wrong odometer readings, etc.) based on application of established policies; contact appropriate party to correct problem, return paperwork, or refer complex problems to supervisor (e.g., out-of-state titles, etc.).
- Assign plate numbers and registration information for all types of vehicles (e.g., tax exempt vehicles, fire fighter professional exempt plates, and non-profit organizational plates).
- Process incoming mail daily. Enter all registration and title information into computer, ensure that entries are accurate and logged/filed according to established procedures.
- Communicate with the public, dealerships, finance companies, and banks regarding title application procedures, license plate renewals, and other motor vehicle issues. This includes writing and sending correspondence to customers explaining fees, reasons for rejection of documentation, and policies and procedures.

- Maintain records for inventory of license plates, stickers, forms used and any related office/filing inventory procedures.
- Receipt customer's payments for property taxes including real estate, personal property, and mobile homes. Answer tax questions from customers, lending institutions, and title companies.
- Issue moving declarations for mobile homes.
- Print, perforate, and stuff all property tax bills.
- Adjust taxes based on directive from Department of Revenue on value changes and natural disasters.
- Issue tax sale assignments and tax deeds according to Montana law as well as the redemption of these liens.
- Keep track of bankruptcies that affect property tax collections.
- Record and maintain protested tax accounts.
- Maintain a positive working relationship with other county and state offices.

**Non-Essential Functions:**

- Establish and maintain a variety of files, perform other duties as assigned including special projects, safety meetings, and training.
- Prepare monthly reports for various entities.
- Maintain Treasurer's web site.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequent periods of sitting, standing, reaching with hands and arms; occasionally required to stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
- Work is performed primarily in an office environment.
- Must be able to lift a minimum of 15 pounds.
- Work atmosphere may be noisy and hectic due to contact with the general public in person and on the phone.

**Supervision Exercised:** This position does not regularly supervise other county staff, but may be assigned to train other employees.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of state and county motor vehicle licensing and registration laws; principles and practices of customer service; how fees are calculated, the application of fees, definition of fees, taxable value, weight, and how to explain this to customers with differing knowledge bases; additional documentation that may be required such as insurance requirements and handicap authorizations etc; applicable taxes, percentages due, when they are due and exceptions; and reference materials including Registration and Title Manuals.

The job requires skill in the use of various databases, software and computer systems; customer service, and records maintenance.

The job requires the ability to communicate effectively verbally and in writing; accurately cashier transactions; calculate and collect taxes and fees due; and problem solve with customers.

**Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED and one (1) year experience including cashiering, general office work and customer service. Equivalencies include post-secondary courses work and one (1) year of experience in data entry and computer operations or related work.

Action	Date	Reference
Adopted	7/1/2014	Commissioners' Minutes

