



VALLEY COUNTY JOB DESCRIPTION

Driver's License Examiner

Department: Sheriff's Office **Reports to:** Sheriff
Established: 1/2017 **Date Revised:**

Pay Grade: 5
FLSA Status: Non-exempt

SUMMARY

Performs customer service duties and issues Idaho drivers licenses, concealed weapons permits, administers the sex offender registry, and issues special identification cards. Some latitude is granted for independent judgment and initiative within Sheriff's Office policies and procedures and Idaho State statutory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs customer service and reception duties;
- Issues Idaho driver's licenses, following Idaho statutory requirements;
- Issues standard and enhanced concealed weapon permits and maintains records;
- Issues special identification cards;
- Maintains the County sex offender registry;
- Fingerprints persons;
- Performs clerical and office support duties;
- Performs financial transactions;
- Maintains inventory of driver's license office supplies;
- Provides backup for other employees;
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- May assist at major incident scenes, providing support to responding deputies and the public, as needed;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Responds to questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent;
- Idaho Law Enforcement Telecommunications System (ILETS) certification within one year;
- One year of office or clerical experience;
- Strong customer service skills;
- Knowledge of State and County code requirements for licensing and identification cards;
- Intermediate computer skills;
- Skilled in basic cash handling methods and techniques;
- Ability to interpret and apply regulations;
- Ability to review and verify information presented on official applications;

- Ability to process, maintain, interpret, and produce records, logs, documents, and reports;
- Skilled in processing financial transactions;
- Strong verbal and written communication skills;
- Ability to listen for understanding;
- Able to articulate ideas in the English language;
- Ability work independently and exercise initiative, with general guidance and supervision;
- Ability to work as part of a team;
- Good judgment and problem-solving skills;
- Ability to maintain a professional demeanor;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate integrity and ingenuity in the performance of tasks and solving problems.
- Must be able to pass a thorough background check;

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this position, the employee works in an office setting where the noise level is usually moderate.