



VALLEY COUNTY JOB DESCRIPTION

Licensing & Motor Vehicle Specialist

Department: Assessor
Date Established: April 2026

Reports To: DMV Supervisor
Date Revised:

Pay Grade: B
FLSA Status: Non-Exempt

SUMMARY

This position provides comprehensive customer service and technical support for the Motor Vehicle and Driver's License divisions within the County Assessor's Office. Incumbents process a wide array of specialized transactions, including vehicle titles, registrations, and the issuance of Idaho driver's licenses and identification cards. This role requires strict adherence to Idaho State Statutes, Department of Transportation (ITD) regulations, and County policies. Work is performed under the general supervision of the DMV Supervisor, with latitude for independent judgment and initiative.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Interacts directly with the public to provide professional, tactful, and accurate information.
- Issues Idaho driver's licenses, seasonal permits, and special identification cards in compliance with state statutory requirements.
- Processes complex vehicle-related transactions including titles of ownership, registrations, license plates, and renewals for all motor vehicle types.
- Reviews and verifies legal documents for accuracy and authenticity (e.g., proofs of residency, identity, and lawful presence for REAL ID compliance).
- Conducts file searches on registrations and titles.
- Physically inspects vehicles for compliance when necessary.
- Serves as a cashier to calculate and collect funds for transactions, including sales tax and administrative fees.
- Balances cash drawers daily, prepares bank deposits, and processes refunds or insufficient checks.
- Performs high-volume data entry to maintain logs, records, and documentation.
- Corresponds with financial institutions to secure titles and notarized contracts.
- Prepares and files daily and monthly state reports.
- Maintains secure inventory of license plates, registration stickers, driver's license supplies, and related forms.
- Performs general clerical duties such as filing, scheduling, and time management.
- Keeps the supervisor fully informed of work progress and potential problems.
- Performs all duties in accordance with County safety practices and policies.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Minimum of one (1) year of clerical, financial transaction, or professional office experience.
- Ability to pass an Idaho Transportation Department (ITD) background check, including fingerprinting, criminal record review, and drug testing.
- Strong customer service skills.
- Ability to be bonded.
- Proficiency in operating standard office equipment and job-related software.
- Ability to interpret, apply, and clearly explain complex regulations and Idaho State Statutes.
- Excellent verbal and written communication skills in the English language.
- High level of accuracy and speed under the pressure of time-sensitive deadlines.
- Strong problem-solving skills and the ability to work both independently and as part of a team.

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 and, infrequently, up to 50 pounds (e.g., moving boxes of license plates or files). Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (essential for document verification and vision screenings). Sufficient clarity of speech and hearing is required to discern verbal instructions and communicate effectively in a moderate-noise public office setting.