



TWIN FALLS COUNTY
invites applications for the position of:
Driver's License Clerk

SALARY: \$14.32 Hourly

OPENING DATE: 06/14/21

CLOSING DATE: 06/21/21 10:00 PM

POSITION INFORMATION:

Apply ONLINE at www.twinfallscounty.org

Testing is required for this position. We must receive your test results by the posting deadline for you to be considered for this position. Testing is conducted by the Idaho Department of Labor Magic Valley Office. Their hours are Monday –Friday from 8 a.m. – 5 p.m. To receive the testing links; call 208-735-2500, email magicvalleymail@labor.idaho.gov , or visit the Department of Labor Magic Valley Office at [420 Falls Avenue](#) in Twin Falls.

Please note: If you took tests through the Department of Labor for a company other than Twin Falls County, your tests scores are not automatically sent to us and you will need to mail, email, or fax them to our office **before** the posting deadline to be considered for this position.

Tests required: Money Handling, General Typing, Typing Contact Data Entry

Tests will be kept on file for six (6) months. When you retest, we will use your most recent test score for each position for which you apply.

JOB DESCRIPTION:

Provide service and assistance related to the issuance of drivers licenses, identification cards, permits, testing, in addition to any other services mandated by Idaho Code, Idaho Transportation Department Policy and Procedures or Twin Falls County Sheriff's Office Policy and Procedures. Is responsible for collecting and entering data into secured systems with a high degree of privacy and security. To produce secured documents with integrity.

DUTIES / RESPONSIBILITIES:

- Follow Chain of Command
- Maintain a high level of privacy and able to follow security procedures
- Provide customer services in person and on the phone
- Enters data into the State system with high level of accuracy
- Issues Snellen Eye Exams
- Issues exams (including oral) and enter results into the system
- Take photographs and process paperwork with a high standard of integrity
- Collect required State and County fees and any required charges
- Balance monies and prepare deposits at the end of each day
- Maintain balance sheets and update State and County files daily
- Audit supplies and prepare orders for the State and County
- Accepts Concealed Weapon License renewal applications
- Prepares paperwork and materials to send to the State and other entities
- Continue education and attend any required class or training
- Performs other related duties as required
- File and shred documents as needed

QUALIFICATIONS:

- Able to pass a background check
- High School Diploma or GED Equivalent
- Bondable
- Hold a valid Idaho Drivers License
- Sitting or standing with intermittent moving in an office environment
- Ability to work within an office environment with light to heavy noise levels (i.e., computers, printers, ringing phones, light to heavy customer traffic)
- Appropriate hearing and verbal communication in person and on the phone up to 70% of the time
- Memorize policies and procedures as needed
- Stooping, crouching, reaching, standing, walking, fingering, grasping, climbing ladder required with little encumbrance
- Ability to stand for extended periods of time while operating equipment
- Legible handwriting with some speed
- Accurate typing at 30 wpm
- Accurate 10 key
- Customer relation skills
- Computer skills
- Ability to operate accurately a variety of office equipment, including camera, printers, copier, fax machine, multi-line phones
- Ability to work under stressful situations
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees.
- May be subject to environmental conditions both inside and outside
- Ability to work alone and with co-workers in a close environment
- Ability to work with others professionally without creating a negative atmosphere

DESIRABLE CHARACTER QUALITIES

- Dependability –the ability to fulfill obligation even if it means unexpected sacrifice
- Responsibility- knowing and doing what is expected
- Initiative-recognizing and doing that which is expected without being instructed
- Punctuality-being ready to begin each task at the appointed time
- Self Control-rejecting wrong desires and doing what is right in all areas
- Truthfulness-earning future trust by accurately reporting past and present facts
- Thoroughness-knowing what factors will diminish the effectiveness of the job if neglected
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If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.twinfallscounty.org>

Position #202100050
 DRIVER'S LICENSE CLERK
 JH

P.O. Box 126
 Twin Falls, ID 83303
 208-736-4174

hr@tfco.org
