TO: All Employees
FROM: Human Resources Department
DATE: March 20, 2020
SUBJECT: JOB ANNOUNCEMENT POSITION

Position: Driver’s License Clerk
Department: Sheriff
Starting Pay: $14.50
Closing Date: 4/10/2020

Position Summary: Processes applications, administers computer testing, issues general and commercial driver’s licenses; takes photographs for general and commercial driver’s licenses and for special identification cards; does daily balancing of cash drawer, bank deposits and balances it to the State computer printout. Performs general clerical duties. This position works independently with very little supervision.

Other Information: Work typically involves recurring work situations with occasional variances from the norm that require a moderate degree of complexity. Driver’s License Clerks follow procedures which require a high degree of accuracy and thoroughness. The employee will have access to confidential and criminal-related information, and therefore must maintain a high degree of confidentiality. Interpret and apply Department of Transportation regulations to each applicant. Advice and guidance from a supervisor of the Idaho Transportation Department is readily available to help during unusual situations. Communicate with others outside the organization including members of the public using the services of the department. Work is typically performed in an office environment with low intermittent stress with occasional high stress.

Specifications: Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.
Ability to maintain harmonious working relationship with other employees and agencies; deal with the general public in a tactful and courteous manner; deal effectively with stressful situations, work independently, accurately and quickly; maintain confidentiality; understand and follow simple oral and written directions; communicate in writing using proper grammar, spelling and punctuation; handle money (currency, coin, and checks) accurately and make proper change.
Must be able to read and comprehend Idaho State procedure manuals.
Skill in the operation of a computer terminal, calculator, cash register, camera, printer and other general office equipment.
Typing skills required, 35 words per minute preferred.
Working knowledge of Word and Excel programs.

To Apply: Please visit our website at https://www.bonnercountyyid.gov/departments/HR/current-openings. Click on APPLY HERE, this will take you to our Munis Self Service system. Follow the instructions to register and apply on line for the position.

Veteran’s Status: Bonner County will grant a preference to employment of veterans of the U.S. Armed Services in accordance with provisions of Idaho Code § 65-503 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 or its successor will be employed.