



KOOTENAI COUNTY
invites applications for the position of:

Assistant Manager Vehicle Licensing - ASR

DEPARTMENT:	Assessor - Vehicle Licensing - CDA Office
SALARY:	\$18.60 - \$21.64 Hourly
OPENING DATE:	01/14/21
CLOSING DATE:	Continuous
SUMMARY:	

ASSISTANT MANAGER – COEUR D ALENE OFFICE VEHICLE LICENSING DIVISION ASSESSOR’S OFFICE

“Our mission is to provide professional, courteous service to the public with regard to the equitable valuation of all properties in Kootenai County.”



APPLY ONLINE AT <https://www.governmentjobs.com/careers/kcgov>

PLEASE NOTE: IN ORDER TO BE CONSIDERED YOU MUST COMPLETE THE ENTIRE ONLINE APPLICATION, ATTACH COVER LETTER AND RESUME, AND COMPLETE SUPPLEMENTAL QUESTIONNAIRE IN FULL. SEE COMPLETE DETAILS AT THE END OF THIS POSTING

THE POSITION: Performs a wide variety of complex clerical and supervisory tasks designed to insure efficient operation of the Vehicle Licensing Division (“VLD”) in the accurate processing of titles of ownership and the issuance of vehicle license plates as required by law for various vehicles.

- \$18.60 to \$21.64 per hour depending on experience
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.94% employer contribution**, and a lifetime payout upon retirement
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only \$55.33 per month (*nicotine free rate*). View our entire [benefits package](#).
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#).

DO YOU QUALIFY?

- Do you have an Associate's degree in Business or related field from a two year college or university?
- Do you have a minimum of 60 months related experience and/or training?
- Do you have 24 months experience as a Clerk III, or any combination of education, training, and experience which demonstrates competence of the skills listed on the job description?
- Do you possess experience and knowledge in the Idaho Transportation Division, DMV, policies and procedures for vehicle registration, titling, office procedures and training programs?
- Do you have management or supervisory experience?
- Do you possess or have the ability to obtain a valid driver's license, and are you insurable?

THIS IS THE JOB FOR YOU IF:

- You enjoy working with people and have **outstanding** customer service and multi-tasking skills
- You are able to cordially and professionally deal with the public even in difficult situations
- You are able to work in all types of weather while performing VIN inspections
- You are able to exercise good judgment
- You are able to be deputized to make clerical actions effective

CONTACT US:

Human Resources (208) 446-1640

kchr@kcgov.us

OUR LOCATION: Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. [Click here](#) to learn more about living in Kootenai County.

TO APPLY: Apply online at <https://www.governmentjobs.com/careers/kcgov> Must successfully pass the County's pre-employment and subsequent drug tests as well as a basic office skills test.

APPLICATION INSTRUCTIONS:

An application packet will consist of the following items which will be mandatory items in order to consider an applicant:

- County application form (NEOGOV) – all fields required
- Cover letter / Letter of interest
- Resume – no more than two pages
- Responses to the Supplemental Questionnaire (SEE BELOW)
- Applicants to provide a list of at least three professional work references (personal references not accepted in lieu of professional work references).

Equal Opportunity Employer/Vets Preference/Drug Free Workplace

Supplemental Questionnaire

Assistant Manager – Vehicle Licensing Division (VLD)

QUESTIONS:

1. **VALUES:** Identify five core values that you possess and which, you believe, makes you a good fit for the position of the Assistant Manager position in the VLD. In a paragraph for each value: (1) Explain why these values are strengths and important to the mission of the

Assessor's Office; and (2) Explain how you will use these values to the advantage of the Assessor's Office if you were hired as the Assistant Manager of the VLD.

2. MANAGEMENT STYLE, APPROACH: In no more than two pages, answer the following questions:

- A. What challenges will you face as you take on this role and explain why do you anticipate these challenges?
- B. Please explain what will to do proactively to overcome such challenges.
- C. Explain your concept of standards and how you will ensure quality of work by the employees reporting to you.
- D. Please describe what you will do to establish, gain or otherwise earn the respect and credibility of former peers.
- E. Describe how you will mentor the team members and how you will foster collaboration. Provide at least three work examples of that illustrate how you have done this in your current or past roles.
- F. Describe the office culture that you will strive to create and sustain in the office. What will you do to create it? What will you do to sustain it?

3. ACCOMPLISHMENTS: Provide a summary of at least one to three work accomplishment(s) that best demonstrates your skills, talents and abilities as being suited to meet the demands of Assistant Manager for the VLD. Please use the "STAR" method when preparing this response.

Please keep your response to no more than two pages in length for each accomplishment example. Organize the sections using the "STAR" headings, where the "STAR" acronym means:

S = Situation – Provide a brief overview /description of the situation that you faced.

T = Task – Describe and explain the task(s) you performed. Was it a part of a team? Give examples showing how you empowered others to act. What role did you play?

A = Action – Describe in chronological order the actions and the steps that were taken. What steps did you perform?

R = Result – Describe the outcome or result. What was achieved? What was learned? What would you do differently and could anything be improved upon for the next or similar project? Why?

END

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Assistant Manager Vehicle Licensing - ASR Supplemental Questionnaire

- * 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.
 Yes No

- * 2. Have you completed every section of the application? All applicable sections of the application must be completely filled out.
 Yes No

- * 3. Have you completed and attached ALL of the answers to the supplemental questionnaire?
 Yes No

- * 4. Did you provide AT LEAST three (3) professional work references? (Personal references are not accepted in lieu of professional work references)
 Yes No

- * Required Question