



HUMAN RESOURCES



Email: acsojobs@adaweb.net

Fax: 208-577-3559

www.adasheriff.org

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

DRIVER'S LICENSE CLERK

HIRING WAGE: \$14.25

STATUS: Full Time with Benefits

CLOSING DATE: UNTIL FILLED

APPLICATION MATERIALS: Apply online at www.adasheriff.org/careers

GENERAL SUMMARY

Processes applications, administers, and grades examinations, issues general and commercial driver's licenses; takes photographs for general and commercial driver's licenses and special identification cards; performs related duties as required. This position is located in the Ada County Sheriff's Office, Records Section, Driver's License Unit.

ESSENTIAL FUNCTIONS

- Assists applicants for driver's licenses and identification cards and determines proper procedure;
- Requests supporting documentation from applicants and reviews for authenticity;
- Provides applicants with proper application forms and acts as a witness in applicant signatures;
- Verifies information on applications with Social Security Administration, Bureau of Vital Statistics, Immigration and Naturalization Service, as necessary;
- Reviews out-of-state applicants' previous driving records; Administers, grades and records scores for written and oral examinations for Class A, B, C and D licenses and endorsement examinations for commercial class licenses;
- Collects skills waiver forms and reviews for proper completion;
- Takes photographs of driver's license applicants;
- Collects fees for transactions and balances daily fee receipts;
- Answers related questions, both by phone and in person, from the general public, other agencies, and public officials.

ADDITIONAL FUNCTIONS

- Screens applicants for visual acuity and looks for obvious emotional and/or medical problems that might affect the applicant's ability to hold a license;
- Schedules appointments;
- Files related documents, and enters related information into the computer;
- Performs additional clerical duties, not related to driver's licenses or identification cards that may be assigned by the County Sheriff, Idaho Transportation Department, and/or Idaho Code;
- Operates general office equipment, including but not limited to point-of-sale systems (cash register and credit card processing), scanners, and other general office equipment;
- Operates a central telephone console to receive and route calls;
- Reads and routes incoming mail;
- Helps the public with inquiries by identifying and resolving problems and/or referring to appropriate staff for resolutions;
- Creates and maintains files and other records, and updates databases; and
- Performs related functions as required.

JOB REQUIREMENTS

- Knowledge of basic office terminology, procedures and equipment;
- Knowledge of business arithmetic;
- Ability to use correct grammar, spelling and punctuation;
- Ability and skill in the correct operation of a computer (CRT) terminal, calculator, cash register, camera, printer and other general office equipment;
- Ability to maintain harmonious working relationship with other employees and agencies;
- Ability to deal with the general public in a tactful and courteous manner;
- Ability to deal effectively with stressful situations;
- Ability to work independently, accurately and quickly;
- Ability to maintain confidentiality;
- Ability to understand and follow simple verbal and written directions;
- Ability to communicate verbally and in writing;
- Ability to handle money (currency, coin, checks, and debit/credit card processing) accurately and make proper change.

OTHER REQUIREMENTS

- High School diploma/GED required;
- Ability to type a minimum of 40 words per minute and/or completed a high school level typing course is preferred;
- Prior to the performance of assigned duties, Driver's License Clerks must be deputized by the Ada County Sheriff;
- Current Idaho driver's license preferred;
- Incumbents must wear the uniform of a non-commissioned Deputy Sheriff;
- Candidates must pass a typing test, screening test, and an oral examination. In addition, candidates must undergo a polygraph examination and a background check.
- The following tools and/or equipment are used frequently in the performance of the duties of this position: computer keyboard/mouse, telephone, cash register, vision test equipment, cameras, scanners, signature pads, and printer;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Most of the work is performed sitting or standing at a desk or counter;
- Employees wear identification badge while on duty.
- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 35 lbs.;
- Requires sufficient personal mobility and physical reflexes (bending, kneeling, and twisting), which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

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