



**KOOTENAI COUNTY**  
invites applications for the position of:

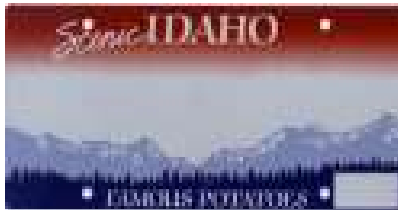
## **Title Clerk II DMV - Vehicle Licensing**

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**DEPARTMENT:** Assessor - Vehicle Licensing - CDA Office  
**SALARY:** \$13.91 Hourly  
**OPENING DATE:** 06/17/21  
**CLOSING DATE:** Continuous  
**SUMMARY:**

### **TITLE CLERK II – VEHICLE LICENSING/DMV 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** <https://www.kcgov.us/356/Employment-Opportunities>  
**ATTACH COVER LETTER AND RESUME TO ONLINE APPLICATION**

**THE POSITION:** Performs a variety of routine to complex clerical tasks designed to insure the accurate processing of titles of ownership and the acquisition of license plates and registrations required by law to operate various vehicles. Must be able to pass a general office skills test. Must be able to work outside in all types of weather.

- \$13.91 per hour to start
- 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](#).
- 40 hours of paid vacation after 6 months of full time employment
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#).

#### **DO YOU QUALIFY?**

- Do you have a high school diploma or equivalent?
- Do you have a minimum of 12 months office, title and/or registration experience?
- Are you able to cordially and professionally deal with the public even in difficult situations?
- Do you possess or have the ability to obtain a valid driver’s license, and are you insurable?

- Do you possess or have the ability to obtain a valid First Aid and CPR certification?
- Are you able to be deputized to make clerical actions effective?

**THIS IS THE JOB FOR YOU IF:**

- You enjoy working with people and have **outstanding** customer service skills
- You can pass a general office skills test
- You are able to perform tasks rapidly with accuracy (Vehicle Licensing handles 300-500 customers daily)
- You are able to work in all types of weather while performing VIN inspections
- You are able to exercise good judgment
- You are willing and able to travel to various DMV locations within Kootenai County

**CONTACT US:**

**Human Resources (208) 446-1640**

[kchr@kcgov.us](mailto:kchr@kcgov.us)

**OUR LOCATION:** Located in beautiful northern Idaho, and home to approximately 165,000 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.kcgov.us/356/Employment-Opportunities> Attach cover letter and resume to the online application. Must successfully pass the County's pre-employment and subsequent drug tests as well as a basic office skills test.

EOE/Vets Preference/Drug Free Workplace

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kcgov.us/departments/personnel/jobs/>

Position #2021-00073  
 TITLE CLERK II DMV - VEHICLE LICENSING  
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451 N Government Way  
 PO Box 9000  
 Coeur d'Alene, ID 83816  
 (208) 446-1640

[kchr@kcgov.us](mailto:kchr@kcgov.us)

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**Title Clerk II DMV - Vehicle Licensing 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. Please provide minimum hourly salary anticipated/acceptable for this position.
  
- \* 3. Describe how you have achieved working-level customer service skills - the ability to build and maintain customer relations and satisfaction, as well as when and where you gained this competency.
  
- \* 4. How would you define good customer service and give an example of when you successfully applied those skills in a difficult customer service situation.
  
- \* 5. What is the key to success when communicating with the public? Give a personal work example of how those keys worked in a situation.
  
- \* 6. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.
  
- \* 7. If you are a veteran, did you attach a copy of your DD214?  
 Yes  No
  
- \* Required Question