



Twin Falls County DMV Clerk/Cashier

SALARY	\$17.41 Hourly	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202500088
DEPARTMENT	Assessor	OPENING DATE	10/02/2025
CLOSING DATE	10/9/2025 10:00 PM Mountain		

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 [601 Pole Line Rd E](#) 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: Basic Office Skills, Data Entry (alpha-numeric); General Typing (5 min test); Cash Handling

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.

MUST be available to work in both the Twin Falls and Buhl DMV offices at the locations and hours needed.

Job Description

CLASSIFICATION SUMMARY

Provides Motor Vehicle customer service by processing a variety of vehicle related transactions including, titles, registrations, renewals of registrations, issuing license plates, issuing Coast Guard Identification #'s and Off Highway Vehicle stickers according to State law and Idaho Transportation Department directives, policies and operating procedures. Serves as cashier to collect funds for transactions and performs data entry to maintain logs, records and documentation. The job requires strong customer service skills and attention to detail in reviewing legal transactions and accounting for funds collected. A Motor Vehicle Specialist may work at the Twin Falls Motor Vehicle Office or at the satellite office in Buhl; work may be full-time or part-time and an employee may be assigned to perform a variety of work in the office or assigned specific duties. Duties require the employee to maintain knowledge of current and up-to-date regulations for motor vehicle registration, titling and licensing for a wide variety of vehicles. The work is performed under supervision of the Motor Vehicle Supervisor. The principal duties of this class are performed in a general office

environment. At the Buhl Office, employees also perform the duties of a Driver's License Examiner to issue Driver's Licenses, Idaho Identification Cards and permits and administer written testing associated with all classes of driving.

Note: Employees working at both the Buhl office and the Twin Falls Office must periodically be prepared to drive to the other office location to work as a Motor Vehicle Specialist on a regular basis or when there is a need.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Processes a variety of vehicle title transactions such as new titles, transfer of titles, repossessions, out-of-state titles, dealer titles, and others by completing and witnessing appropriate forms; calculates and collects state sales tax as needed, also provides proper tax exemption forms;
- Receives payment from the public for licensing of cars, pickup trucks, trailers, motorcycles, snowmobiles, boats, recreational vehicles and other on-road or off-road vehicles, commercial and non-commercial vehicles
- Reviews title applications to ensure specific criteria is met and the forms are completed properly;
- Verifies the accuracy of information provided; performs data entry to make needed changes;
- Corresponds with banks and lending institutions requesting titles and notarized documents as necessary to complete the processing of titles;
- Processes, records and audits all title work and taxation accuracy on state ITD forms;
- Processes mail-in renewals;
- Operates computer terminal to update registrations and title records;
- Conducts file searches on registrations and titles for banks, loan companies and law enforcement agencies when requested;
- Maintains and updates out of state files on a regular basis; Runs daily and monthly reports of activities;
- Balances cash drawer with daily report;
- Provides customer service on all Motor Vehicle Department policies, procedures and practices; explains processes and procedures to the public in person or on the telephone; quotes fee requirements for various types of transactions;
- Prepares, files, distributes, and maintains a variety of documents, reports, correspondence, log sheets, applications, and related documents;
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Interacts with County employees, customers, visitors and the general public effectively and professionally.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Processes mail and internet renewals;
- Employees at the Buhl Office also perform the functions of a Driver's License Examiner;
- Performs other duties as assigned.

Qualifications

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Current state codes and County ordinances governing all types of motor vehicles, ownership documents, registration, and exemptions;
- Operation of standard office equipment, including a personal computer and job-related software applications;
- Customer service procedures and techniques;

- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures.

Skill and Ability to:

- Interpret and clearly explain Motor Vehicle Department functions, policies, and procedures;
- Physically inspect vehicles as needed;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required ;
- Type 30 words per minute;
- Operate a cash register or cash drawer and provide accurate change to customers;
- Accurately count and balance monies;
- Maintain detailed and accurate computerized motor vehicle data;
- Respond to the public over the phone or in person in a tactful, pleasant, and courteous manner;
- Speak clearly and communicate accurate information to others.
- Use English to communicate effectively with others.
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow verbal and written instructions.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED equivalency is required, and
- At least two (2) years customer service or other office experience;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, sit, bend, stoop, use hands to keyboard or type, handle or manipulate papers and files. The employee will need to walk to and be able to move/climb onto vehicles and trailers to verify VIN#'s. The employee often lifts and/or moves up to 25 pounds. Specific vision abilities required by this classification include close and distance vision to perform examine documents and perform computer work. Sufficient clarity of speech and hearing abilities required by this classification include those which permit the employee to discern verbal communication and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate and sometimes loud. The employee may also be exposed to applicants who are angry or involved in controversial situations.

Twin Falls County

P.O. Box 126

Phone

208-736-4174

Twin Falls, Idaho, 83303

Website

<http://www.twinfallscounty.org>