

**Walla Walla County
Position Description**

JOB TITLE: Licensing Clerk I

DEPARTMENT: Auditor's Office

REPORTS TO: Auditor, Chief Deputy Auditor and Lead Licensing Clerk

PAY GRADE: 3, Part-time (20 hours/week); Courthouse Union

JOB SUMMARY: Perform specialized clerical, data entry and typing duties for one or more office procedures or functions and other related work. This is specialized office work that issues license plates, tabs and vehicle/vessel registration and titles according to regulations and fee schedules set by the Department of Licensing (DOL) and Department of Revenue (DOR). This position requires considerable contact with the public, the application of human relations skills, and accurate work within a rapid pace work environment. Supervision is provided by the Auditor, Chief Deputy and lead licensing clerk.

SUPERVISORY RESPONSIBILITIES: Supervision is not a responsibility of this position.

ESSENTIAL FUNCTIONS:

- Issues vehicle/vessel, titles, licenses, tabs and registrations.
- Enters data with accuracy into DOL licensing system.
- Interacts with public to meet vehicle licensing requests/needs.

EXAMPLE OF DUTIES:

- Receives fees and balances totals at close of business.
- Operates various office equipment including computers, adding machines, copy machines and related equipment.
- Refers callers to proper sources.
- Maintains various departmental, fiscal and other office records according to standard procedures.
- Answers inquiries from the public and provides forms and documents.
- Assist in other Auditor's Offices functions as need arises.
- Perform other tasks as required.

EQUIPMENT TO BE USED: Work normally requires the operation of a variety of office equipment adding machines, copy machines, computer terminals and other assigned equipment where both speed and accuracy are necessary to contribute to proper operations and efficient service to the general public.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed in an office setting. Must be able to lift up to fifty (50) pounds and sit for extended time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Knowledge of general office practice and procedures.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the basic principles and practices of bookkeeping for the position.
- Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- Ability to establish effective working relationships with other employees.
- Ability to understand and apply guidelines to varied operational requirements, and to follow oral and written instructions.
- Ability to communicate with the public in a pleasant and courteous manner.
- Ability to learn and follow office methods, rules and policies.
- Ability to maintain a neat and orderly work area.

EDUCATION AND EXPERIENCE: High school diploma or equivalent. One (1) year of general clerical and/or financial work experience applicable to the work of the position or substituting, on a month for month basis, any combination of experience, education and training which would provide the level of knowledge and ability required.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Ability to obtain adopted certification standards.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**