

# BLAINE COUNTY

206 S 1<sup>st</sup> Ave, Suite 300, Hailey, Idaho 83333

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## Job Description

**Job Title:** Driver's License Clerk

**Department:** Blaine County Sheriff's Office

**Reports To:** Chief Deputy

**FLSA Status:** Full-Time (40 hrs/wk)/Non-Exempt

**Pay Grade:** 5

### **Sheriff's Office Mission Statement:**

The men and women of the Blaine County Sheriff's Office are committed to being a professional organization dedicated to the concepts of personal excellence, continuous improvement, teamwork, and service to our community. We take pride in our organization, our professional accomplishments, and our abilities to make Blaine County a safe place to live, work, and play.

### **General Statement of Duties:**

The Driver's License Examiner is a non-certified administrative position whose primary responsibility is to administer written and visual acuity tests for applicants' eligibility for a driver's license, instructional permits, and identification cards.

### **Primary Job Responsibilities:**

- Provide outstanding customer service to all customers, at all times
- Responds to and serves the public with courteous goodwill
- Tests, scores, and issues driver licenses to the public according to the testing standards set by the State of Idaho
- Responsible for issuance of temporary licenses, instructional permits, driver training permits, commercial driver's licenses, and identification cards
- Responsible for the collection of appropriate fees for all licenses, permits, and identification cards
- Instruct applicants regarding Idaho traffic law and other regulations
- Photograph applicants for licenses, identification cards, and sexual offender registration
- Submits applications daily to the State Driver's License Bureau

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- Orders examination material and maintain appropriate inventory to serve the community needs regarding Drivers' Services
- Creates revenue report and balances revenues daily and submits driver's license monies each morning for the previous day
- Prepares and sends monthly reports accounting for Driver' License monies to the county
- Processes all applications, submits for background checks and maintains records of all county concealed weapon permits; Enters concealed weapon permits into the Records Management System
- Maintains driver's services records and files in an orderly manner
- Receives, types, and files correspondence and forms
- Designs and maintains computer-generated forms, documents, and/or spreadsheets
- Answers telephone in a professional manner and assists callers
- Responds professionally when confronted with the hostile views and opinions of the public, suspects, and others encountered in an antagonistic environment
- Responsible for ordering, organizing, and maintaining office supplies for Drivers Services
- Oversees the maintenance of all Drivers Services office machines and equipment, including but not limited to camera and computer equipment, scanners, copiers, fax machines, printers, etc.) Ensure that all machines are maintained and in good working order
- Performs other related duties as assigned

## **Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform their primary job responsibilities.

## **Education and Work Experience:**

- A High School Diploma or GED equivalent required
- Meets all Minimum Standards, Hiring Qualifications, and Training Standards
- Two (2) years of office, secretarial or clerical experience is required

## **Language Skills:**

- Effectively communicates orally and in writing, by giving information and directions and/or distributing driving manuals in person, over the telephone, or through existing communication systems
- Reads and comprehends legal and non-legal documents, including the processing of such documents
- Creates and types a variety of reports using appropriate grammar, symbols, and mathematical computations

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## **Mathematical Skills:**

- Ability to work with basic mathematical concepts and apply concepts to practical situations.
- Ability to count and balance revenues

## **Reasoning Ability:**

- Ability to perform multiple tasks simultaneously
- Ability to compile data for reports, compose correspondence, and interpret a variety of instructions furnished in verbal, written, diagram, or schedule form

## **Other Knowledge, Skills, and Abilities:**

- Knowledge of personal computers, word processing applications, bookkeeping practices, calculators, camera equipment in Drivers Services, and general office equipment
- Working knowledge of the Idaho Code of Driving Regulations
- Ability to prioritize multiple tasks and manage workload; establish and maintain effective working relations with co-workers, the public, and representatives from other local, state, and federal agencies
- Basic proficiency in utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required
- Ability to implement and interpret regulations, policies, and procedures, and understandably explain information
- Ability to work under own initiative and utilize independent judgment
- Ability to exercise good customer relations and written and verbal communication skills
- Ability to type 25 wpm, 10-key, and data entry experience is required
- Ability to perform primary job duties with efficiency and accuracy
- Ability to successfully pass all phases of the hiring process including written, computer, and/or typing examinations, background investigation, polygraph, and interviews
- Ability to work effectively with co-workers, department directors, elected officials, vendors, and the general public
- Ability to meet deadlines
- Ability to maintain confidentiality
- Must possess a valid Idaho Driving License

## **Essential Physical Abilities:**

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

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functions provided the individual can work in stressful/dangerous conditions and can meet department physical standards. The employee is regularly required to:

- Stand, walk, sit, and drive
- Use hands to finger, handle, or feel
- Reach with hands and arms
- Speak and hear in person or by telephone
- see and memorize documents, monitors, cameras, etc.
- Must frequently lift and/or carry up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

## Working Environment

- Work is performed in an office environment where the physical demands require sitting and standing for extended periods; frequent use of computers and standard office equipment; some travel will be required; may work under stress of deadlines

## Equal Opportunity Employer:

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. The employee may be asked to perform other duties as required.

I have read and understood the contents of this Job Description, and I have received a copy of this Job Description for my records.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_