



County of Anoka

Employment Opportunity

An Affirmative Action/Equal Opportunity Employer

Apply online at: www.anokacounty.us

Opening Date: August 29, 2017
Closing Date: September 7, 2017

Salary: \$17.45 - \$17.97 Hourly
Job # 17180

PART-TIME LICENSE CENTER SPECIALIST

Include responses to Supplemental Questions with the application. Resumes not accepted.

The Anoka County License Bureau is accepting applications for current part-time vacancies for License Center Specialists, who will provide direct assistance to the public in obtaining licenses, permits, and titles issued by the State of Minnesota. Applications will also be considered for future openings. These positions will have varied work schedules, including evenings, of at least 48 hours per period. Persons hired may be assigned to any one of our five locations: Blaine, Columbia Heights, Coon Rapids, Ham Lake or Ramsey.

EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY):

Assists the public by processing complex motor vehicle licensing and titling transactions according to state statutes; Verifies various information with the Minnesota Department of Public Safety by telephone or by accessing the Deputy Registrars Information System; Provides a high level of customer service by effectively communicating in a courteous and professional manner with the general public, car dealers, state and county officials, and other employees; Collects and receipts taxes and fees, Issues game and fish licenses; Processes DNR transfer and renewal licenses (boats, snowmobiles, ATVs); Performs cashier duties by properly issuing correct license tabs and plates while entering paperwork correctly into the State MNLARS program; Balances cash drawer and reconcile with receipting system; Issues birth, death, and marriage applications/certificates; Answers high volume telephone inquiries regarding licensing and titling requirements; Processes Minnesota Driver's License and Identification applications by verifying information and determining and collecting fees; Performs vision checks and takes customer photographs; Records and reports necessary information to ensure records are up to date.

REQUIREMENTS:

High school education or equivalent; one to three years of experience in a high-volume customer service atmosphere (prefer licensing experience); or equivalent combination of education and experience.

Knowledge of: Minnesota Motor Vehicle Rules and Regulations preferred; statutes and rules pertaining to the issuance of Driver's License, DNR, Game and Fish, Vital Records preferred; basic arithmetic. Possess knowledge of procedures in dealing with confidential data.

Ability to: Operates equipment such as calculator, copy machine, digital imaging equipment, and personal computer; works effectively and courteously with the general public on a daily basis and in potential conflict situations; works under stressful conditions and remain calm and objective; lifts and carries boxes weighing up to 40 pounds on an occasional basis (e.g. boxes of license plates).

Skill in: Oral communication, basic math.

Must pass a criminal history and driver's license check.

Anoka County complies with the Americans With Disabilities Act. If you need an accommodation because of a disability, or have further questions regarding the application process, please call Employee Relations at 763-324-4300.

GRADE LEVEL

Salary Range: \$17.45 - \$17.97, based on qualifications
These positions do not include health insurance.