



Motor Vehicle Supervisor
Tax Assessor - Collector

TAC/8
Pay Grade: 17

JOB SUMMARY

This position is responsible for supervising the department's motor vehicle tax operations.

MAJOR DUTIES

- Supervises and ensures that subcontractor title transactions and WebSub registration renewals are processed correctly.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel; updates staff concerning updates and changes to motor vehicle policies and procedures.
- Supervises the generation of daily RTS reports.
- Processes refund checks.
- Assists in submitting daily title package reports to the state.
- Generates daily internet renewal reports.
- Assists in running a variety of state required reports.
- Corrects title errors.
- Resolves complex taxpayer issues.
- Supervises the processing of all contracts and related documents.
- Balances teller cashboxes at the end of the day.
- Maintains the motor vehicle records management system.
- Processes title transfers.
- Processes license plate exchanges.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of motor vehicle title laws and regulations.
- Knowledge of cash management principles.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles and practices.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Motor Vehicle Investigation Supervisor assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Motor Vehicle Title Manual, the Motor Vehicle Registration Manual, NADA value books, the NADA title and registration book, State Comptroller guidelines, and county and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the collection of motor vehicle taxes. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, representatives of other local, state and federal agencies, car dealers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, crouching or stooping. The employee frequently lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Motor Vehicle Supervisor (1).

MINIMUM QUALIFICATIONS

- Must have one to three years experience or service.
- Must be able to type 30 wpm.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license for the type of vehicle or equipment operated.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date