



OFFICE OF
ADAMS COUNTY ASSESSOR

Stacy Swift Dreyer - Assessor
P.O. BOX 46, COUNCIL, IDAHO 83612
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DMV Clerk/Deputy Assessor
(Part time without benefits)

Department: Assessor

Pay Grade: 3

FLSA Designation: Hourly – Part Time (19 Hours/Week)
2020

Closing Date: October 23,

Basic Job Description

The DMV Clerk/Deputy Assessor provides assistance to all aspects of the Adams County Assessor's Office and Adams County Department of Motor Vehicles. The ideal candidate will have strong customer service skills, competency with computers, cash handling experience, and the ability to multi-task. Being adaptable to new ideas and procedures, and willing to learn is necessary for this position.

Primary Function

The primary function of this employee is to assist the Department of Motor Vehicles and assist in various aspects of the Assessor's Office as required.

Essential Duties and Responsibilities

The following duties and responsibilities may vary by assignment;

- Assists in the titling, registrations, and clerical duties of the Department of Motor Vehicles including VIN (Vehicle Identification Number) inspections, completing complex or difficult transactions and inquiries for customers;
- Be competent in using multiple computer programs with varying functions;
- Answers office phone calls and assists customers with general information or direction to appropriate department or staff as needed;
- Assists the Assessor and other office personnel with various administrative tasks, such as application processes, proofing of data entry, and records management;
- Provides assistance to appraisers and all other related work of the appraisal department;
- Attend courses, workshops and training seminars, if required;
- Performs all work duties and activities in accordance with Adams County policies, procedures, and safety practices.

Requirements and Qualifications

- High school diploma or GED equivalency is required;
- Two (2) years office experience and proficiency with computers and various computer programs is preferred, however any equivalent combination of experience and training which provides the knowledge and abilities necessary;
- Knowledge of Microsoft Office programs, and any other standard office programs as part of operation of a personal and work computer.