

Motor Vehicle Specialist

Department: Assessor/DMV

Salary Range: Depends on Experience

Hours: 40 hours weekly

Closing Date: July 3, 2013

Contact: Bonnie Beard

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The principal responsibilities is to provide customer service at the Motor Vehicle Division by processing a variety of vehicle related transactions including, titles of ownership, new registrations, and issuing license plates according to State law and Idaho Transportation Department directives, policies and operating procedures. A Motor Vehicle Specialist must possess strong clerical and customer service skills; must be proficient in Excel and Microsoft word, should be organized and detail orientated, should be able to operate a cash register and provide accurate change to customers, must be able to multitask in a busy, sometimes stressful environment. Provide resume and application to Teton County Assessor's Office.