

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT DEPUTY TAG AGENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee operations and supervise employees in the issuance of tags and decals to customers in Clayton County at the satellite office.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; trains employees; schedules work; schedules required Department of Motor Vehicle Services (DMVS) state training; interviews and selects new employees.

Manages operations of the satellite office; approves disbursement checks; oversees office audit process.

Prepares necessary paperwork to issue tags and titles; enters all transactions into the computer; issues tags, decals, and applications for titles; prepares legal documents for titles and tags; issues identification number plates and prepares paperwork for homemade trailers; apportions fleet taxes/tags by calculating and reviewing for accuracy of appropriate legal documentation for International Registration Plan (IRP) tags/taxes.

Answers questions from the public in person, by telephone, and by mail concerning all areas of vehicle registration, titles, transfers, and decals; assists the public as needed; provides information and resolves problems concerning tag requirements; furnishes law enforcement tag and title information.

Collects taxes and tag and title fees; calculates taxes for commercial trailers and heavy trucks; rates automobiles, trucks, and trailers for appropriate tax; prepares and delivers bank deposits.

Verifies and requests valid emissions on vehicles; verifies information on computer for correct vehicle identification number, tax codes, address, etc.; checks forms for customer signatures, insurance, etc; verifies insurance information on computer and handles all liaison problems on emissions and auto insurance.

Processes dealer and public mail and records money received and dispersed.

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Maintains orders and adequate supply of office materials; maintains records of origin of all supplies including ordering all decals/metal plates and establishing inventory control in the absence of the Deputy Tag Agent.

Establishes and oversees filing system for tag records and forms.

Prepares a variety of reports and schedules.

ADDITIONAL FUNCTIONS

Performs duties of Deputy Tag Agent in incumbent's absence.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by technical coursework for county tax officials; supplemented by one (1) year previous experience and/or training that includes tag and title procedures with some supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid certification from the Institute for County Tax Officials.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to moderate work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.