

# Poweshiek County

## Job Description

**Department:** Treasurer

**Title:** Universal Drivers License/MV Clerk

**FLSA:** Non-Exempt

**Date:** May 2026

**Reports To:** Treasurer

### **PURPOSE**

To administer driver testing and issue Iowa State driver's licenses and identification and handicap documents. Complete all filing and reporting relating to issuance of driver's licenses and identification documents.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

**The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Processes applications for Iowa state driver's licenses and official state ID's and handicap identifications. Determines and administers necessary testing, including written for commercial and non-commercial licenses. Oral testing for non-commercial license. Administer and score on non-commercial vehicle drives.

Administers re-exams, line drives, recalls, vision screening and issues the correct class of license, identification, or handicap designation. Accepts and records applicable fees and payments. Obtain customer photos and signature for licenses or identification documents.

Completes daily work reports. Balances payments received and make daily deposits. Images and files daily motor vehicle records and verify scanned documents. Checks for line exams sent by the state from the day before as well as re-exams. Re-exams are sent in either by concerned citizens or by law enforcement.

Provide expert knowledge on eligibility, licensing requirements based on federal Real ID standards.

Review State, Federal and database information to determine issuance/non-issuance eligibility.

Processes and serves driver's license suspension notices. Alerts proper authorities of any fraudulent applications.

Maintains and secures inventory of supplies (interim paper, study material & informational items). Orders supplies as necessary.

Reviews and prioritizes daily work. Opens and responds to mail relating to driver licensing department.

Completes all necessary daily and monthly reports. Sends monthly reports to County Treasurer and to Iowa Department of Transportation (DOT).

Installs and implements all new upgrades to the driver license system from the DOT.

Responds to questions, issues, and concerns of customers on the phone and at the customer service counter. Clarifies laws and procedures for customers. Understands applicable laws and remains current on new legislation and law changes. Implement any changes to the Code of Iowa, Administrative Code, Examiner Manual or other applicable laws or codes. Understand proper driving procedures and laws for the State of Iowa.

Distribute copies of changes to necessary personnel.

Understand proper driving procedures and laws for the State of Iowa. When administering drive tests, you'll be exposed to all weather elements for an extended period. The vehicle the customer brings must pass an inspection to ensure it is safe and legally operated on public roadways. The drive examiner will determine this. The examiner will ensure the customer has demonstrated they can handle the vehicle in regular traffic conditions.

Works with Foreign National customers and assists them with renewals, testing, drives or obtaining identification cards.

Administers out of town drive when the customer has a driving distance limitation.

Answers telephone, schedules appointments and directs telephone customer questions to the appropriate personnel for assistance.

Must maintain required American Association of Motor vehicle administrator certifications. Attend department training sessions as required. Training classes and time will be provided upon hiring. Must maintain a valid, unrestricted except for corrective lenses, driver license. (minimum of an operator's license)

***Next 2 paragraphs- Only when motor vehicle department is short handed and need help.***

Opens, sorts, and processes incoming registration and title mail; updates active and inactive files, records lien and releases lien on paper files and computer; enters fees and related registration data into the computer; collects title and registration fees, use tax and related fees, and validates records.

Maintains motor vehicle title records through the electronic scanning and imaging system.

**Scanning** At the direction of the Treasurer or treasurer's designee, coordinates the scanning process for motor vehicle titles and subsequent documents. Checks scanned documents for clarity and correct information

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from high school or GED and one (1) year of experience in a customer service office environment. Must pass State provided training courses relating to license issuance, examinations, truck driving and motorcycle operation. Must have valid Iowa driver's license. Must pass CCKE (CDL Certified Knowledge Examiner) and maintain 40 CE credits every 4 years.

**MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

**Physical Requirements**

Requires frequent eye contact involving use of fingers, hands, and arms in entering financial and related data into the computer using a keyboard, calculator and appropriate program software. Must be able to see objects at a depth of 20" or less. Job involves reaching (horizontal and vertical) to obtain various books, printouts and file boxes, and lifting file boxes, computer paper, supplies and related documents weighing up to 40 lbs. Frequent periods of standing at the customer service counter and occasional requirement for climbing, stooping, kneeling, climbing in and out of vehicles, and related physical activity.

**Cognitive Demands**

Requires understanding of applicable laws, codes, and procedures. Must be able to recognize appropriate versus inappropriate actions and reactions to driving situations by persons taking driving test and make judgments regarding their qualifications to receive a license. Requires the ability to gather, examine, compare and evaluate information to determine eligibility for driver's licenses. Must be able to understand rules, procedures and applicable laws and statutes as applied to issuing licenses and other identification documentation.

**Language Ability & Interpersonal Communication**

Requires the ability to speak clearly and concisely, explain controlling procedures and practices; maintain poise, voice control and confidence in stressful situations. Deal effectively with situations and problems with several variables involving the collection and interpretation of data, establishing facts and drawing basic conclusions, ability to assist co-workers in solving work problems, teach subject matter through explanation, demonstration or supervised practice.

**Environmental Adaptability**

Most work is performed in an office environment where occupational hazards are minimal. When administering driving tests there is some risk involved as a passenger in a vehicle. Driving tests are administered in all types of weather and often involve inexperienced drivers.

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**I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me, I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**Poweshiek County is an Equal Opportunity Employer, In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with**

**disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**