

Plymouth County, Iowa Position Description

Position: Driver's License Examiner
Hours: 8:00 am to 5:00 pm, Wednesday & Thursday
Reporting: Shelly Sitzmann, Plymouth Co Treasurer
Status: Permanent part-time, Hourly Wage
Summary: Oversee drive testing and daily issuing of driver's licenses and non-driver identification cards. Be the contact between the County & DOT.

Essential Requirements, Duties and Responsibilities:

- Perform drive testing for cars and motorcycles; perform re-exams as required by DOT, track all Line Exams, determine drive routes.
- Schedule and monitor medical and vision recalls. Determine if Vision Slip or Medical Report is necessary and/or satisfactory.
- Monitor fraud cases.
- Keep Daily record of DL Activity.
- Balance the cash drawer and write the deposit.
- Monitor DOT/DL emails, DOT regulation changes or updates, and share with staff.
- Determine when written testing required; Administer oral and/or written tests for car, motorcycle and CDL.
- Track inventory, order supplies.
- Assist customers at the counter, by phone, or through email with DL related issues, questions or requests.
- Issue driver's licenses and non-driver ID's by determining applicant's eligibility, so that licenses and IDs are issued in compliance with Iowa laws, departmental rules, and established policies & procedures.
- Be knowledgeable of driver's license requirements and be familiar with the Driver's License manual.
- Determine authenticity of proof of identity documents.
- Screen vision.
- Operate digital camera, scanner, computer, copier, fax.
- Show good customer service skills, be able to communicate with a broad range of customers.

Physical Demands and Work Environment:

- Must have a valid driver's license.
- Must be fingerprinted and have a background check.
- Must be able to drive to exams in other towns in the county.
- Must be able to get in and out of cars.
- Maintain motorcycle course, paint yearly.
- Must be trained and able to drive a motorcycle.
- Must be able to stand for periods of time at the counter.
- Must be able to count money and make change.
- Must pass CCKE training.
- Must lift and close window gate; move ticket machine.
- Occasional meetings, conferences, or training. Some overnights required.