

GUERNSEY COUNTY CLERK OF COURTS
DEPUTY CLERK – BMV Office
POSITION DESCRIPTION

CLASSIFICATION TITLE: BMV Deputy Clerk

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: Part-time

CIVIL SERVICE STATUS: Unclassified

REPORTS TO: Office Manager & Clerk

WORK SCHEDULE: 24 hours per week, includes Saturdays

FUNCTION:

Under the direct supervision of the Clerk of Courts and BMV Office Manager, the BMV Deputy Clerk position is responsible for assisting customers with BMV needs.

MAJOR TASKS:

Duties include: Assist customer by processing registration, renewals, driver's licenses and other BMV services.

RESPONSIBILITIES:

1. Accurately examine, accept, prepare and enter all documents required in issuing and renewing driver's licenses, beginner permits and identification cards for all classes including original, duplicate, renewal and out of state conversion.
2. Accurately process new plate, transfer, renewal, temporary and handicap placard registration transactions.
3. Assist with reinstatement tasks.
4. Accurately manage and maintain transaction payments via cash, credit card, check or money order.
5. Accurately be responsible for collecting all required fees and donations and reconciling individual daily reports and refund request documents.
6. Attend any and all training as required
7. Assist with checking in all customers through Q-Flow as needed.
8. Do proper cleaning of counters between customers according to the COVID-19 procedures.
9. As needed or assigned, collect and review, all end of day transactions.
10. As needed or assigned, do all end of day balancing and reporting.
11. As needed or assigned, properly maintain all supplies.
12. Comply with all State required processes.
13. Operate camera systems to issue credentials, fax machines, Ohio BMV software and equipment necessary to assist customers.
14. Other duties as assigned.

OTHER NECESSARY RESPONSIBILITIES

Employees must cooperate and interact with the public and co-workers at all times and have a pleasant disposition. Regular attendance, punctuality and dependability are a high priority. Employees must be able to deal with possible stressful situations and perform well under pressure. Being loyal, trustworthy and honest are essential traits to the operation of our office. Employees must pay attention to detail, be able to work independently and follow rules. Employees must have a presentable appearance at all times in the office.

Deadline to apply: May 9, 2025

Resumes may be submitted as follows:

Email: jjohnson@guernseycounty.org

Mail: Clerk of Courts, 801 Wheeling Ave, D205, Cambridge, Ohio 43725