



# Village of Cuba

PO Box 426  
Cuba, NM 87013  
(575) 289-3758

Mayor  
Richard R. Velarde  
Mayor Pro Tem  
Gilbert Dominguez  
Council Members  
Sandra K. Waippert  
Cecilia M. Delgado  
Monica A. Olivas

## Administrative Offices

### Job Description for Motor Vehicle Clerk

#### Full-time MVD Clerk for Cuba 29N

Opening Date: January 21, 2022

Closing Date: Until filled

**GENERAL STATEMENT OF DUTIES:** Ability to communicate and provide exceptional customer service to the general public. Follow procedures and policies adopted and set forth by statute ordinance and resolutions of the Village of Cuba and NM Taxation and Revenue Department, MVD Division Partner Management. The clerk will need to process renewal applications, check for accuracy and completeness of mortgage papers and new title/registration applications, process duplicate titles, permits and handicap applications, and complete changes in vehicle registrations. The clerk will make copies of recorded documents for researchers, using the copy machine and answer questions about services offered in the MVD office. Daily Deposits shall be deposited within a 24hour period. The clerk will maintain the office inventory of license plates, tabs, labels, forms, paper and other office supplies, and check motor vehicle tab boxes for missing numbers. The MVD clerk will be required to attend mandatory monthly safety meetings offered by the Village of Cuba and attend Motor Vehicle Division Statewide trainings or workshops.

**SUPERVISION RECEIVED:** Reports under the direction of the Village of Cuba Clerk-Treasurer and supervises no other employees. This is a specialist/technical support position that is responsible for performance of a full range of duties as assigned; responsible for specialized tasks in the operations of state motor vehicle licensing; operates an information desk requiring flexibility and good customer relations. Confidentiality is essential as well as following the chain of command.

**QUALIFICATIONS:** Must possess a valid New Mexico Driver's License, a social security card, and a High School Diploma; any combination equivalent to the education and experience likely to provide the required knowledge and abilities of a Motor Vehicle Clerk. The clerk must possess knowledge of basic office skills of typing, filing, and use of the computer, calculator, and other general office equipment, excellent communication and public relations skills, and knowledge of general office procedures. Two years' experience in a clerical position which involves the handling of transactions and interaction with the public is desirable. Pass a drug and alcohol screening and a nationwide back ground.



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MVD Clerk will need to register on-line through Cogent for instructions for FBI Fingerprinting. When the fingerprinting results are received by the MVD Finance Manager, Department of Public Safety or the FBI, the MVD Clerk will be notified if results are compliant or not.

**SKILLS:** A knowledge of principles and practices of the New Mexico MVD; operating a computer with MVD programs at a working rate of speed in producing reports, correspondence and other materials related to motor vehicle titles, registrations and licenses; filing, ten key calculator, computerized driver's license camera system; phone; administration of tests; confidentiality, computers, copy machines, and Microsoft Office. Must be able to independently perform duties and communicate effectively and concisely, orally and in writing. Complete daily assignments. Maintain Professionalism at all times. Telephone etiquette is a requirement to relate to the public.

**PERSONAL ATTRIBUTES:** Must be able to function well in group situations and communicate with co-workers and to the general public. Applicant must be highly motivated, responsible, be dependable, be efficient and have quick learning skills.

**WORKING SCHEDULE:** Work hours are: Monday through Friday from 8:00 a.m. to 4:30 p.m. The MVD Business Counter will close at 4:00 p.m. in order to process the end of the day reports submitted to NM Taxation & Revenue, Motor Vehicle Division in Santa Fe.

**DUTIES AND RESPONSIBILITIES ARE, BUT NOT LIMITED TO:** The Motor Vehicle Clerk is a skilled clerical position which involves the handling of transactions in the Motor Vehicle Department (MVD). The position requires the independent production of titles, registrations, and driver's licenses related to state motor vehicle licensing operations. The clerk is responsible for maintaining a daily cash drawer. The clerk must be good with public relations; be very decisive while using good judgment and able to stay focused on tasks. Attention to detail is very important along with the ability to perform multiple tasks simultaneously. The clerk must be able to work efficiently in a fast-paced office environment. The clerk is responsible for compiling a daily report, providing exceptional customer service to the general public, answering MVD calls from the general public. The clerk also performs working level clerical support function, receives and processes incoming and outgoing confidential documents, types, and files correspondence of forms for the State of New Mexico Motor Vehicle Division Office.

Contact Information:  
Vandora P. Casados  
Village Clerk-Treasurer  
575-289-3758