



Job Title: Deputy Registrar
Department: County Administration
Classification: Grade 9
Reports to: County Administrator
Supervises: Yes
Normal Business Hours: Monday – Friday, 8:00 AM –4:30 PM
Telecommute: By Exception
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position performs administrative support work managing the daily operations of the License Bureau including balancing financial reports, banking, budgeting, inventory, staffing, and training. Manages and maintains compliance with Data Privacy, Federal, State, County, and local laws, rules, and policies with the transactions relating to Motor Vehicle, Driver License, and Department of Natural Resources.

Communicates with:

Internally – All license staff.

Externally – Vendors, the state of MN, and the public.

Supervision:

License Assistants

License Specialist

Essential Work Functions:

- Manages, and directs department staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Operates as a liaison, data use representative, auditor contact, and super user to the state of Minnesota and DNR systems. Assign/remove access and maintain user rights and profiles.
- Assists in the preparation of the departmental budget by gathering/compiling data and figures. Monitors budget while approving bills/invoices and ordering supplies.
- Maintains, sets up and balances bank accounts for ACH, Credit Card and DNR. Manages collection and revocation of DVS accounts for NSF checks.
- Prepares and reviews reports, ensuring accurate recording, filing, and processing of documents, and compliance with statutes.
- Manages and audits inventory to make sure adequately supplied to meet customer demand.
- Manages computer applications, ordering equipment, fixed assets, implement and maintain knowledge of various departmental systems.
- Manages collection processes of daily funds and ensures correct distribution of funds to state and county agencies.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate degree.
- Minimum of two (2) years of experience.

- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Strong supervisory skills.
- Strong understanding of the organization’s goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Under25 pounds of force)		X		
Challenging or threatening behaviors		X		
Travel	X			
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

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

Employee Name: _____

Employee Signature: _____ Date: _____