



DEPARTMENT OF MOTOR VEHICLES

725-1898-089

POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 1898 Motor Vehicle Assistant
Branch: Registration Services Branch	Working Title: Motor Vehicle Assistant
Unit: Data Entry	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 725-1898-089	CBID/Bargaining Unit: R04
<p>Conflict of Interest Classification: No</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 05/27/2026

<p>Direction Statement and General Description of Duties: Under the direction of the Manager I, the Motor Vehicle Assistant (MVA) performs a variety of mail processing activities for Vehicle Registration, Driver License, and Automated Billing Information Services (ABIS) work through the Remittance system including scanning and batching mail; processing non-remittance mail; and operating specialized equipment/scanners.</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
40%	<p>Reviewing and Processing Mail (E)</p> <p>Reviews and prepares incoming mail for processing on an automated document reading and scanning system; prepares batch headers to identify workloads; scans into</p>



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	Remittance System documents and correspondence, VR Renewal By Mail, Vehicle Insurance Program and Automated Billing Information System applications, DL/ID Renewal By Mail, Notice of Change of Address (DMV 14), and Renewal By Mail Eligibility Information (DL 410) applications; loads and prepares incoming mail for processing; prepares batch headers to identify workloads; reviews misted checks and renewal-by mail applications matching them to appropriate check/renewal by mail applications; compiles item counts placing each item in appropriate tray ensuring batch headers correlate to appropriate work dates and batches are in transaction order; monitors operation of machines, clears jams, and misfeeds; and empties large trash bins.
40%	Verify and Update (E) Utilizes the Quick Key Module to review scanned work in the database and keying in the Record Update Section workloads; verifies check and money orders for legibility, correct date, payee and amount paid; identifies and corrects all scanned information including customer address and dollar amount; scans line information by using customized software ensuring integrity and accuracy of imaged documents; processes all scanned workloads; maintains confidential information while correcting scans of VR and DL/ID Renewal By Mail transactions; ensures accuracy of data for Motor Voter information for electronic transmission to Secretary of State for DL/ID Renewal By Mail, DMV 14 and DL410 applications.
15%	Mail Processing (E) Manually opens mail and unloads cages of received mail. Loads incoming mail items into mailing machines that open and sort VR Renewal by Mail, Vehicle Insurance Program, Automated Billing System, DL/ID Renewal by Mail, and miscellaneous mail. Uses Mail Day Color Chart to prepare trays of work placing appropriate colored card in trays with respective received date of work to be processed.
5%	Miscellaneous (M) Perform other job-related duties as required.

Supervision Received: The MVA reports directly to and receives work assignments from the Manager I, DMV. This position has daily supervision and contact with management and co-workers.

Supervision Exercised and Staff Numbers: None.



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Physical Requirements: Ability to lift trays of work weighing up to 24 lbs. Must be able to stand for an extended periods during shift. This position involves repetitive hand movements for significant portion of the workday.
Special Requirements: None.
Personal Contacts: The MVA will interact with co-workers and management staff in person. Interactions may be confidential, general, technical, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



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Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
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