



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 1898 Motor Vehicle Assistant
Branch: Driver Licensing Branch	Working Title: Motor Vehicle Assistant
Unit: Mandatory Actions Unit	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 255-1898-009	CBID/Bargaining Unit: R04
Conflict of Interest Classification: No 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.	
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:

Direction Statement and General Description of Duties: Under the close supervision of the Manager I, the Motor Vehicle Assistant (MVA) is responsible for providing mail support services to the Mandatory Actions Unit. MVA duties include, but are not limited to the following:	
Percentage and Essential/Marginal Functions:	
40%	Driver License Printouts, Incoming Mail, and Correspondence Handling (E) Receives incoming mail. Opens, date stamps, sorts and logs all documents received via regular mail, tracked mail delivery, and interoffice mail. Receives, prepares, organizes, and sorts processed work and incoming orders (automated letters) for delivery to the Document Processing Center (DPC) for imaging. Confirms appropriate image coding on



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	all documents. Removes staples and paperclips from all documents. Repairs damaged pages with clear tape or makes copies as needed. Sorts into organized bundles and places in boxes for efficient DPC delivery and processing. Assists with keying imaging lead sheets for other units within the division. Utilizes various office tools and equipment to provide well organized, timely, and accurate workload bundles to the MAU processing teams. Communicates with departmental staff. Prepares misdirected mail for interoffice mail pickup. Folds and stuffs envelopes for outgoing correspondence. Reviews, sorts, counts, and separates Driver License printouts for delivery to various units in the Operations Division. Utilizes department purge bins for secure disposal of confidential information. Reviews, sorts, counts, bundles, and prepares returned Driver License and Identification Cards for interoffice mail delivery. Utilizes Microsoft Excel to complete an incoming workload log.
40%	Deliveries and Pickups (E) Utilizes mail carts to deliver incoming mail, printouts, and miscellaneous items throughout MAU and to various units within the division and to deliver boxes of documents to DPC for imaging. Transports bins of processed work to be imaged and deliver and pickup special requests to and from MAU staff. Completes other special deliveries and pickups as required.
15%	Basic Driver License Updates (M) Updates Department of Motor Vehicles (DMV) database with various types of California and out-of-state documents received from internal or external customers. Reviews driver records, manuals, and procedures to correct or update driver records. Returns all documents to the proper entity if incorrect or if additional information is required. Reviews and analyzes DL printouts to determine what actions, if any, are necessary including revocations, suspensions or reinstatement of the driving privilege, termination or set aside of mandatory actions against the driving privilege, and re-mail/reorder mandatory orders as required.
5%	Miscellaneous Duties (M) Performs other job-related duties as required.

Supervision Received: The Motor Vehicle Assistant reports directly to and receives the majority of assignments from the Manager I. This position is subject to continuous supervision



DEPARTMENT OF MOTOR VEHICLES
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Supervision Exercised and Staff Numbers: None
Physical Requirements: Sits at a workstation for extended periods of time. Frequently extends arms and regularly walks, bends, and lifts up to 20 lbs. Moderately pushes and pulls a mail cart loaded with boxes or documents for delivery.
Special Requirements: None
Personal Contacts: Interacts with departmental staff and occasionally with the public via correspondence or telephone. Interactions may range from general, confidential, sensitive, 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