

SNOHOMISH COUNTY JOB DESCRIPTION

LICENSING EXAMINER II

Spec No. 6129

BASIC FUNCTION

To receive, verify accuracy of, price and process vehicle/vessel license and title transactions, animal, kennel business and marriage licenses, returned marriage certificates and supporting documentation for licenses and applications; enter license and title transaction information into state Department of Licensing Vehicle Field computer system VFS); issue and reconcile accountable vehicle and business license inventory and collect appropriate fees, and index marriage license data into computer system. All Examiners II must support Examiner I positions and be a resource to Field Liaison and supervisory staff when needed.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides assistance to the License Lead and/or Supervisor by interpreting and implementing vehicle/vessel licensing laws and regulations.
2. Assists the License Lead and/or Supervisor in reviewing and/or revising and updating office policies and procedures as necessary.
3. Assists the Field Liaison position, License Lead and/or Supervisor in checking the work of other employees. Assists the Field Liaison position, License Lead and/or Supervisor in training other employees, sub-agency staff and vehicle/vessel dealership staff and financial institution staff. Serves as a first-line resource to Licensing Examiner I and seasonal licensing staff.
4. Performs duties of the License Lead position and/or Field Liaison position when they are absent.
5. Performs all the duties of a License Examiner I as assigned.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of experience as a License Examiner I; PLUS, completion of the License Division training and certification program and demonstrated full proficiency in federal, state, and county licensing laws, regulations and ordinances; accounting and inventory procedures; training and title application examination; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests annually to retain Licensing Examiner II classification.

KNOWLEDGE AND ABILITIES

Knowledge of:

- federal, state, and county laws and ordinances relating to licensing
- cashiering methods and balancing techniques

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KNOWLEDGE AND ABILITIES (Continued)

- general office practices and procedures
- basic accounting practices
- Microsoft Office software including proficiency in Access databases; Excel spreadsheets and advanced word processing, mail merge and templates using Word
- examination requirements for several levels of licensing requirements

Ability to:

- work with minimal supervision
- establish and maintain effective work relationships with supervisors, peers and subordinates
- performs complex vehicle/vessel transactions on the Vehicle Field System
- continually learn and retain new complex licensing procedures in business, marriage, vehicle, animal control and false alarm compliance
- read and interpret legal documents such as court orders, warranty deeds, guardianship and powers of attorney
- determine legal chain of ownership including proper releases to issue new legal ownership documents
- read, interpret and implement federal, state and county laws and ordinances
- perform business and marriage license transactions and process on computer network system
- work rapidly and accurately with names, numbers and codes
- follow oral and written instructions
- communicate effectively orally and in writing including composing letters without templates for compliance/enforcement for animal control officers, license inspectors and license manager
- prepare related forms and reports
- work efficiently under pressure within specific timelines
- deal with the general public in a tactful and courteous manner
- accurately utilize standard and specialized office equipment
- calculate and tender fees, make change and balance funds with daily reports
- accurately review and process a wide variety of complex transactions
- perform accurate arithmetic calculations
- accurately process license transactions on computers
- accurately execute administrative duties in support of animal control including answering questions for the public, producing reports, processing complaints, and dispatching officers
- learn false alarm scope of duties and respond to public questions as well as provide administrative support to the business license compliance inspectors

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PHYSICAL REQUIREMENT

Lifting boxes weighing up to fifty-five (55) pounds is required. The ability to stand and/or sit for four (4) hours or more at a time is required. The ability to keyboard for four (4) hours or more at one time is required. The ability to see, speak and hear is required.

SUPERVISION

Employees in this class are self-directed receiving general administrative oversight from the License Lead and/or License Supervisor. The employee carries out daily recurring assignments and transactions on her/his own initiative including quantity of work and meeting deadlines. Employees receive additional specific instructions for new or unusual assignments and are expected to carry out assignments accurately and within specified timelines. The work is spot checked for completeness and accuracy. Employees may serve as first-line resource for subordinate and/or extra help staff.

WORKING CONDITIONS

The work is performed in office environment of the Licensing Section of the Auditor's Office.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 1993

Revised: July 1994, License Assistant, Senior

Revised and Retitled: March 2000

Revised and Retitled: September 2007 as Licensing Examiner II

Previous Spec No. 710762

EEO Category: 6 – Administrative Support

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous