CLASS TITLE: VEHICLE REGISTRATION COORDINATOR

CHARACTERISTICS OF THE CLASS

Under supervision, coordinates vehicle registration activities for City-owned vehicles, and performs related duties as required.

ESSENTIAL DUTIES

- Monitors and coordinates City and State of Illinois registration and disposal requirements for City-owned vehicles.
- Serves as liaison to the Illinois Secretary of State’s Office and City departments to ensure that vehicles are registered annually.
- Updates and maintains manual and computerized vehicle record files including title and plate registration documentation.
- Accesses databases to input vehicle information and generate reports (e.g., odometer readings, title transfers, repair histories, warranty agreements).
- Serves as liaison to City salvage yards regarding the transfer of ownership for vehicles scheduled for auction.
- Coordinates vehicle emission testing by the State of Illinois with user departments.
- Orders license plates from the Secretary of State’s Office and travels to facilities for pick up.
- Tracks the issuance of parking, traffic and toll violations for City-owned, leased and rented vehicles.
- Obtains and distributes municipal and passenger City stickers for registered vehicles.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of record maintenance experience; or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines regarding vehicle registration
- permit and licensing applications, fees, and programs
- record keeping methods, practices, and procedures
- customer service techniques

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: April, 2013