

June 17, 2025

Job descriptions for the Motor Vehicle Department.

- *The **Branch Office Manager-MVD** will lead the day-to-day operations at the Motor Vehicle Department branch office. They will The **Branch Office Manager-MVD** will lead the day-to-day operations at the Motor Vehicle Department branch office. They will ensure efficient customer service, oversee motor vehicle registration and title functions, manage office staff, maintain compliance with state and federal regulations, and safeguard public trust and confidentiality. This position requires a High School Diploma or GED, and Associates degree is preferred, with a minimum of 3 years supervisory experience. We placed this position in the General Wage Scale at Grade 15.*
- *The **Title and Registration Technician** will serve as the frontline representative of the Motor Vehicle Department branch office. They will support motor vehicle registration and titling services, maintain accurate records, and provide service to the public in compliance with legal standards. This position requires a High School Diploma or GED, and prior experience in motor vehicle titling, customer service, or administrative roles. We placed this position in the General Wage Scale at Grade 12.*

Thank you,

*Shelly Nameniuk
HR Director*

