

DMV Customer Service Representative

The County of Amelia is accepting applications for a temporary part-time position of DMV Customer Service Representative. This person shall be a customer service representative and technician for the Amelia County DMV Select Office. The successful applicant shall be able to interpret, explain and execute the DMV Select provisions of the Motor Vehicle Code. They must also be able to work independently and be able to multitask. Other specific duties shall include, but are not limited to, maintenance of fiscal transaction records; maintain and document daily inventory control records; and completions and execution of complexed motor vehicle computer entries. They must possess superior customer service skills. A working knowledge of Excel, Access and Word computer programs or other like products is preferred. The successful candidate shall have multi-year experience working as a DMV agent. They must have and maintain a valid Virginia driver's license. Position salary is in wage band 4 (\$12.02 to \$19.23 per hour) and shall be based on qualifications. Interested individuals shall obtain an employment application and a detailed job description from either the Office of the County Administrator, 16360 Dunn Street Suite 101 or from the Amelia County website (www.ameliacova.com) under the "jobs" tab. Applications can be returned to the Office of the County Administrator, 16360 Dunn Street Suite 101 until 5:00 PM on January 4, 2019. Amelia County is an EOE and maintains a drug free workplace. Drug testing and background check is required. Questions about the application process can be addressed to the Amelia County Administrator's office at (804) 561-3039.

