

Department of Licensing Services

Title & Grade: Clerk 2, G-9

Item: 50023

Organizational Unit: Registrations

Reason for requesting position?

Additional items are needed to meet increased workload resulting from new registration requirements.

Duties

Reporting to Principal Clerk, G-14, the position will perform the following activities:

- Review registration applications to ensure that documents are completed properly. Contact applicants to request additional information to complete applications.
- Assess applications for conformance to law and issue appropriate determinations on applications.
- Consult with attorney in Legal Office assigned to registrations to obtain clarification on applications that do not conform to normal parameters.
- Field questions from applicants on the registration process and the status of applications.
- Receive/log incoming application fees. Balance cash box daily.
- Process reimbursements for rejected registrations.
- Compile workload reports for supervisor.

Attestation

I, _____, attest that I have reviewed the duties of this position and have determined that they are consistent with those described in the classification standard and/or other properly classified positions in the class.