



Idaho County Assessor

Kim Nuxoll - Assessor
320 W. Main, Rm 1
Grangeville, Idaho 83530

Phone 208-983-2742
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Job Title: Motor Vehicle
Starting Pay: \$16.00 per hour, DOE.

Essential duties:

- The Motor Vehicle clerk helps customers in registering and titling of vehicles, boats, motorcycles, ATV's, campers, and anything else that must be titled and/or registered in the State of Idaho using the States Computers and programs.
- Vin inspections on all types of vehicles and in all kinds of weather.
- Must be able to count money accurately and able to use a cash register, and debit/credit card machine.
- Motor Vehicle Clerks must also do daily balancing of all transactions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee may have to work alone.

- This job requires good people skills and phone etiquette and must be able to solve problems.
- Able to use computers, do VIN inspections, count money, answer phone.
- Must be a High School Graduate or equivalent.
- Must be able to work Monday – Friday 8:30 to 5:00