



Code: 1240

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

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

CLASS TITLE: VEHICLE REGISTRATION COORDINATOR

- **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