



# DEPUTY AUDITOR - LICENSING JOB DESCRIPTION

Job Title: Deputy Auditor - Licensing	
Dept./Division: Auditor/Licensing	Job Class Code: 1020
Pay Grade: 115	PCN: 1020003
FLSA: Non-Exempt	Effective Date: January 2026
Representation Status: Non-represented	Revision Date: January 2026
Reports To: Licensing & Recording Supervisor, Chief Deputy Auditor	

## NATURE OF WORK

Under close supervision, performs a variety of clerical and technical licensing functions for the Lewis County Auditor's Office; assists customers with vehicle, vessel and mobile home licenses, permits and transactions; collects fees and payments for services, and records the transactions.

## ESSENTIAL FUNCTIONS:

*The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.*

- Answers and directs incoming calls; responds to inquiries on County processes and procedures.
- Provides customer service to the public and other governmental agencies in person and by telephone.
- Assists customers with title transactions including vehicle, vessel, and mobile home transactions.
- Issues vehicle licenses, permits, handicap placards, and marriage licenses.
- Collects and documents fees for County licenses, permits, and other transactions.
- Balances and maintains assigned cash drawer; prepares bank deposits and transmittals to the County Treasurer's Office.
- Reconciles workstation inventory; identifies and researches discrepancies; prepares licensing subagent inventory.
- Performs a variety of routine clerical duties including data entry; sorts and processes departmental mail.
- Provides assistance in maintaining, cleaning, and troubleshooting office equipment.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and at the public counter; subject to sitting and standing for extended periods of time, bending, reaching, and lifting of objects up to 25 pounds.

## QUALIFICATIONS:

**REQUIRED:** High School Diploma or G.E.D. equivalent; AND one (1) year general office or customer service experience.

Department of Licensing Certification and a Notary Public License are required within six months of hire.

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):****Knowledge of:**

- Customer service standards and protocol.
- General office practices and equipment.
- Standard computer software applications.

**Skills in:**

- Performing a variety of licensing and clerical functions.
- Responding to inquiries and providing customer service to the public.
- Processing technical documents and maintaining accurate records.
- Establishing and maintaining effective working relationships with other staff, and the general public.
- Communicating effectively verbally and in writing.

**Ability to:**

- Learn and follow County policies and procedures.

**Behaviors:**

- Regular, reliable attendance.

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As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature

Date