



EL PASO COUNTY OFFICE OF THE CLERK & RECORDER

VOLUNTEER POSITION Motor Vehicle Technician Assistant

Learn about County government – develop office skills – observe professionals in action. Volunteering with the El Paso County Clerk & Recorder’s Office offers you a valuable experience and the opportunity to serve our citizens. Volunteer positions are available to citizens 18 years or older. High school seniors also are eligible to submit an application.

Department	Motor Vehicle		
Office Location	Centennial Hall	Monday-Thursday	8:00 a.m. – 5:00 p.m.
Hours of Operation		Staff Hours	7:00 a.m. – 6:00 p.m.
	Powers Boulevard Branch	Monday-Thursday	8:00 a.m. – 5:00 p.m.
		Staff Hours	7:00 a.m. – 6:00 p.m.
	Chapel Hills Mall Branch	Monday-Friday	8:00 a.m. – 5:00 p.m.

Summary of Duties

The Motor Vehicle Department offers volunteers the opportunity to go behind the scenes of this fast-paced and complex area. Duties for volunteers may include acting as an auto dealers liaison by processing paperwork and working with dealers, also as a customer service agent by greeting customers, ensuring they have appropriate documentation and directing them to the correct area for service. Administrative duties include scanning documents, statistician assignments, scheduling and mail processing. Volunteers are given primary duties in the department. There also are secondary duties for which the volunteer will be responsible. Volunteers may be reassigned to other departments within the Clerk & Recorder’s Office.

Requirements

- Volunteer must be 18 years or older. High school seniors are eligible to apply.
- A minimum of 4 hours per week, worked in one block of time.
- Proficiency in computer programs: Excel, Word, Outlook.
- Communication skills, both verbal and written format. Professional customer service.
- Must be a U.S. Citizen. Sworn as an agent of the Clerk & Recorder’s Office to discharge duties as conveyed by statute. Registered to vote in Colorado (for Election Department position). Valid Colorado Driver’s License helpful but not required.
- A criminal background investigation is required and is subject to periodic review as per County and office policies. A Driver’s License check is required for those authorized to drive for the County. References must be provided with the application.
- Must adhere to ethical standards of conduct, including maintaining confidentiality of all records, personal information, correspondence, documentation, and other material.
- A volunteer has no guarantee of continued service with the County or the Clerk & Recorder’s Office. This office reserves the right to refuse placement of any individual as a volunteer. In the event an

applicant is placed as a volunteer and there is a discovery of false or misleading information given in any of the application documents or interview, the volunteer's service may be ended. Upon request, all materials provided and volunteer identification must be returned to the office.

Benefits:

- Learning the process of motor vehicle registration and regulations.
- Experience in administration and business relations.
- Serving the citizens of El Paso County in varied facets.

For information or to submit your application, please contact:

Mary Lynn Black
Administrative Specialist
719-520-6215
marylynnblack@elpasoco.com

Office of the El Paso County Clerk & Recorder
200 S. Cascade
Colorado Springs, CO 80903
<http://car.elpasoco.com>