

CITY OF SEWARD  
POSITION ANNOUNCEMENT  
Department of Motor Vehicles Clerk

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The City of Seward is seeking applications from interested persons for the position described below. All applicants should turn in a completed application for employment, resume and cover letter to the City of Seward Personnel Office. This position will be open until filled.

The City of Seward is hiring a **DMV Clerk**. This is a regular, full-time position, with benefits, starting pay of \$17.13/hr (Range 9.5). Duties include, but are not limited to issuing or deny issuance of all classes of drivers licenses (original, duplicates, renewals and reinstates), identification cards, vehicle, boat and snow machine registrations, specialized registrations and/or vehicle titles either through voluntary or involuntary transfer. Checks supporting documents for accuracy and compliance; determines and collect proper fees; enters data into computerized system. High School diploma or general education degree (GED). One year of working level experience in motor vehicle registration, titling and licensing preferred. One year of experience working directly with customers, and/or one year of office clerical experience. Must have a working knowledge of multiple computer systems and software programs.

Successful applicants must pass an extensive background investigation and drug testing. Preference may be given to current City employees. A complete job description and employment application can be obtained from City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing [HR@cityofseward.net](mailto:HR@cityofseward.net) .

**The City of Seward is an Equal Opportunity/Affirmative Action Employer.**