



MIKE FASANO

TAX COLLECTOR/PASCO COUNTY/FLORIDA
POST OFFICE BOX 276/DADE CITY, FLORIDA 33526-0276

Job Description

JOB TITLE: DRIVER LICENSE ROAD TEST EXAMINER /SAFETY AGENT

General Description

This full-time position involves considerable public contact. Provide general Security and Safety for assigned office and administering driver license road tests.

Essential Functions

Ability to perform the following, with or without an accommodation under the ADA:

- Assist the public in person with excellent customer service.
- Ability to remain in a stationary position for extended periods of time.
- Stand, sit, stoop and bend for extended periods of time.
- Lift and carry up to 55lbs.
- Extensive walking of the premises to conduct daily perimeter checks, and extensive standing to maintain a lobby presence.
- Travel to and from vehicles
- Ability to climb in and out of vehicles to administer road tests.
- Inspect applicant vehicles for proper operation and inform applicants of any faulty equipment.
- Administer road test examinations for driver license applicants.
- Grade examinations and inform applicants of result.
- Ability to prepare and submit any required reports.
- Enforce security policies, procedures, applicable laws, and local regulations.
- Respond to or aid customers and or employees with regard to safety and security.
- Ability to maintain order and/or de-escalate emotional or disrupting situations such as but not limited to:
 - Medical emergency
 - Irate customer
 - Fire or Security Alarms
- Assure general public area is free of any hazard that might cause injury.
- Perform perimeter checks around both inside and outside of assigned office.
- Perform Safety/Security briefings to office staff as assigned.
- Ability to read for understanding.
- Understand and carry out oral and written instructions.

- Ability to learn current office methods and procedures.
- Establish and maintain effective working relationships with co-workers, the general public and other governmental agencies.
- Ability to learn office policies and the laws, regulations, practices, and procedures.

Job Duties

- Assist staff in restocking workplace with forms, decals, license plates and other required items.
- Perform other work as required, including traveling to other offices to meet staffing needs.
- Operate office equipment as required.
- Communicate effectively with others in oral and written form.
- Verify VIN numbers and odometer readings.

Attendance

- 40 hours weekly. Monday through Friday. Employees work Saturday on rotating basis.

Hours for this position are varied.

Minimum Qualifications

- Prior military or law enforcement experience.
- Valid Florida driver license with a clean Driving record.
- Valid and current Concealed Weapons Permit and willingness to carry for Safety Agent responsibilities.

Preferred Experience

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Prior customer service experience preferred

A comparable amount of education, skills, training or experience may be substituted for the minimum qualifications

Disclaimer

The offices of Mike Fasano, Pasco County Tax Collector prides itself on outstanding customer service and servant leadership. The Pasco County Tax Collector's Office serve numerous individuals with a wide range of personalities, ethnicities, cultural and religious backgrounds, ages, disabilities and language barriers who require its services. Upon assuming this role with the Pasco County Tax Collector's Office, the employee will be expected to provide and meet the excellent customer service standard the Pasco County Tax Collector's Office upholds to every customer the employee serves and interacts with.

SPECIAL NOTE

In accordance with Florida Statutes 322, a minimum age of 21 years is required to conduct driver license road examinations.