



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street , Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Sharlene Parker
Civil Service
Administrator

Schuyler County Job Opening

Motor Vehicle License Clerk

County Clerk/DMV

LAST DATE TO FILE: Applications accepted until position is filled. **SALARY:** \$17.32/hr

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. **Faxed and emailed applications will be accepted.** <https://www.schuylercounty.us/119/Civil-Service>

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Clerk/DMV office. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves responsibility for determining eligibility for drivers’ licenses and vehicle registration through a review of the applications and a variety of supporting documents. For drivers’ licenses, a check must be made of the application itself for accuracy and completeness of information, proof of age, conviction record, record of mental or physical illness and any other supporting documents that may be required. The incumbent must also be able to determine causes of malfunctions or rejection responses from the computer and follow proper procedures for correction. For registrations, a check must be made of the application itself for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate, if required, and any other supporting documents. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature, but still allowing for some leeway in the exercise of independent judgment. Does related work as required. This position does not qualify for remote work.

TYPICAL WORK ACTIVITIES:

Reviews and processes applications for all types of motor vehicle licenses and registration;
Checks supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc. for adequacy and completeness of information required;
Enters data into computer, and checks resulting document for accuracy;
Uses computer to search records to answer customers’ questions, as appropriate;
Computes, receives and accounts for licenses and registration fees;
May conduct vision, road sign, and written tests;
Receives, counts, and stores license plates, documents, stickers, forms and other supplies;
Assists in the compilation of receipts, expenditures and reports for submission to the State Motor Vehicle Bureau;

Assists applicants in the proper completion of forms and answers routine requests for information;
May be required to type minor records and reports for which skilled typing is not necessary;
Schedules road tests;
Collects and receives all fees for Motor Vehicle Sales Tax;
May perform other duties in the County Clerk's office during slack periods of time.
Other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of pertinent sections of the Motor Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;
Good knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to understand and follow oral and written directions;
Ability to get along well with others and to deal effectively with the public;
Ability to keep records related to the work;
Ability to use a computer for the entry and retrieval of information in a database;
Ability to perform close detail work involving considerable visual effort and eye strain;
Tact and courtesy;
Accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 30 semester credit hours in a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; or
- (B) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Issue Date: May 19, 2022