



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
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Lorry Johnson
Personnel Officer

Job Opening Assistant Deputy County Clerk (DMV) Schuyler County

LAST DATE TO FILE: Applications accepted until vacancy is filled. ****Review of applications will begin immediately.**

SALARY: \$38,000 - \$45,000

VACANCY: At the present time, there is one full time (35 hours/week) opening in the Schuyler County Clerk's Motor Vehicle Department. **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.**

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service Office at 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Applications can be submitted via mail, email, fax, or white drop off box located outside of the County building.**

RESIDENCY REQUIREMENT: **Must be a resident of Schuyler County.**

JOB DESCRIPTION: This is an administrative position responsible for directing the day to day operations of the motor vehicle unit under the general administrative supervision of the County Clerk in accordance with the provisions of the Vehicle and Traffic Law and Procedures issued by the Commissioner of Motor Vehicles. This position supervises all Motor Vehicle employees with a significant level of independent judgment allowed in planning and carrying out the details of the work. When acting in County Clerk's and Deputy County Clerk's absence, duties will involve supervision and general administration of both the County Clerk's office and Department of Motor Vehicles personnel. This is to include approval of time off and disciplinary action if necessary. Responsible for the interpretation of and administration of laws and procedures of several completely different operations, such as: Real Property Law, General Business Law, CPLR, Judicial Law, Firearm-Penal Law, DMV-Vehicle and Traffic Law.

TYPICAL WORK ACTIVITIES:

DMV

- Plans, assigns, oversees, and supervises the day to day operation of the Motor Vehicle Bureau and makes determination of the eligibility of documents presented to other office staff in question.
- Assigns and reviews work, interviews and instructs new employees in the issuance of a variety of automobile and other types of motor vehicle licenses.
- Audits daily accounts.
- Deposits monies collected daily.
- Acts as vision, English and oral test examiner.
- Maintains records and financial accounts and prepares necessary reports regarding motor vehicle activities for NYS.

- Orders, receives and checks motor vehicle license plates, registration documents and stickers.
- Maintains records and financial accounts and makes necessary reports regarding motor vehicle activities.

(In the Absence of the County Clerk and Deputy County Clerk)

- Administer Oaths of Office
- Assist the public, abstractors, lawyers, and surveyors as needed.
- Certify copies of legal documents.
- Assist other County, State, and Federal agencies with requests and research pertaining to office records and files.
- Balance several bank accounts and prepare both monthly and annual reports to various Federal and State agencies and to the County.
- Assist in the preparation of the annual departmental budget.
- Arrange computer indexing and scanning of all recorded document.
- Assist with records management operations.

MINIMUM QUALIFICATIONS: Either

- A. Associate degree in Business Administration or a related field from an accredited school or college and two (2) years of business experience, including accounting and recordkeeping and including one year of supervisory experience; or
- B. Graduation from High School or possession of an equivalency diploma and four (4) years of business experience, including accounting and recordkeeping, as described above
- C. Any equivalent training and experience, sufficient to indicate the ability to perform and supervise the required work.

PROMOTIONAL QUALIFICATIONS: Candidates for this exam must have three years of permanent full-time competitive status as either a Sr. Clerk or Sr. Motor Vehicle License Clerk in the Schuyler County Clerk/DMV department immediately preceding the date of the written test (or date of appointment if a provisional appointment.)

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

Date Issued: April 21, 2021