

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Department of Motor Vehicle
Motor Vehicle Bureau Supervisor
\$44,711 - \$52,806
DATED: July 13, 2026
Last Date To File: July 24, 2026
EOE

DISTINGUISHING FEATURES OF THE CLASS: This position has complete responsibility for the supervision of a Motor Vehicle Bureau under the direction of the County Clerk. It is an important administrative position involving responsibility for directing the activities of and supervising the work of all employees in the Motor Vehicle Bureau including the issuing of licenses for persons and vehicles, and related clerical and financial operations. Accountability for large sums of money is an important aspect of this position. Work is performed under the general supervision of the County Clerk in accordance with the provisions of the Vehicle and Traffic Law and procedures issued by the New York State Commissioner of Motor Vehicles. Performs related duties as required.

EXAMPLES OF WORK: (Illustrative only)

- Assists in the formulation and implementation of departmental policies and procedures to support the operation of the Motor Vehicle Bureau;
- Assists in the implementation of new programs, procedures and methods in order to improve the efficiency of operations;
- Supervises the issuances of all types of licenses for persons and motor vehicles;
- Supervises the handling of monies received and prepares reports for the accounting of same for the County Clerk and the Department of Motor Vehicles;
- Supervises and assists in the administration of tests required for the driver's learner's permit;
- Has complete responsibility for the receipt, inventory and disbursement of all motor vehicle license plates, etc.;
- Supervises the processing of all correspondence received relating to the affairs of the Bureau;
- Disseminates information to the public on all phases of Motor Vehicle Law and procedures related to motor vehicles;
- Fills in for staff personnel as needed;
- Trains, supervises, evaluates and disciplines staff as necessary;
- Supervises the daily operation of terminals and makes minor adjustments as required;
- Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of NYS laws, rules, and regulations governing the issuance of drivers licenses, identification cards, Enhanced Drivers Licenses, Enhanced Identification Cards, and vehicle registrations; thorough knowledge of the forms and procedures used and documentation necessary for the issuance of drivers licenses, identification cards, Enhanced Drivers Licenses, Enhanced Identification Cards and vehicle registrations; thorough knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; thorough knowledge of modern office terminology, procedures, equipment and business English; ability to plan and supervise the work of others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and data bases; ability to communicate effectively both orally and in writing; ability to understand and clearly explain laws and procedures; detail work; ability to get along well with others and to deal courteously and effectively with the public; ability to quickly learn specialized office operations, ability to be tactful and resourceful particularly in finding solutions to complex clerical problems, and ability to exercise good judgment.

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree or higher in Business, Accounting or Mathematics and two (2) years of full-time paid, or its part-time equivalent, account keeping or business experience involving transactions related to driver licensing or vehicle registration with the general public and at least one (1) full-time year of experience in a responsible supervisory capacity; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years full-time paid, or its part-time equivalent, account keeping or business experience involving transactions related to driver licensing or vehicle registration with the general public and at least one (1) full year of experience in a responsible supervisory capacity; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Note: Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov