

**PLEASE POST CONSPICUOUSLY**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Department of Motor Vehicle**  
***Senior Motor Vehicle Clerk***

**\$40,977 - \$48,312**

**DATED: July 15, 2026**

**Last Date To File: July 29, 2026**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the responsibility for assisting in the operation of the Motor Vehicle Bureau and for maintaining the financial records for all transactions in the bureau. Duties require the auditing of all monetary functions of the bureau and require a thorough understanding of all phases of bureau operation. Work is performed in accordance with State Vehicle and Traffic Laws and procedures. The work is distinguished from that of Motor Vehicle Clerk by the performance of higher level duties in assisting in the operation of the bureau. The work is performed under the general direction of the County Clerk and the direct supervision of a higher level supervisor. Moderate autonomy is required to carry out details of this work. Supervision of others is sporadic in nature in the absence of higher level supervisors. Otherwise, it is not generally a function of this class. The incumbent will perform all related duties as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Oversees the activities of employees engaged in processing license applications, issuing license plates and registrations;
- Reviews and processes license applications, issues license plates and registrations;
- Makes suggestions on improving methods and procedures and assists in their installation;
- Assists applicants in the proper completion of forms and answers requests for information;
- Assists with ordering motor vehicle forms and other supplies for the office;
- Operates a variety of office equipment in performing work, such as a computer, camera, calculator, and eye examination equipment;
- Assists with the installation of new or modified policies and procedures;
- Assists with training new employees;
- Assists with inventory control;
- Performs general clerical tasks;
- Performs other related duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of NYS laws, rules, and regulations governing the issuance of drivers licenses, identification cards, Enhanced Drivers Licenses, Enhanced Identification Cards, and vehicle registrations; good 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; good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; good knowledge of modern office terminology, procedures, equipment and business English; 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 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, and ability to exercise good judgment.

**PROMOTIONAL QUALIFICATIONS:** One (1) year permanent status as a Motor Vehicle Clerk in the Otsego County Motor Vehicle Bureau.

**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 administration or a related field; OR

(b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time, or its part-time equivalent, account keeping, business or clerical experience, involving computer use and working with the general public; OR

(c) An equivalent combination of training or experience as defined by the limits of (a) or (b) above.

**SPECIAL REQUIREMENTS:**

In accordance with a directive of the United States Department of Homeland Security and the New York State Department of Motor Vehicles, employees involved in the manufacture or production of "Enhanced Driver's Licenses" and "Enhanced Identification Cards", or who have the ability to affect the identity information that appears on such driver's licenses or identification cards are subject to the following:

- The candidate must be a citizen of the United States;
- Must submit to a name and fingerprint based criminal background check;
- Will be subject to a thorough employment history check;
- All references from prior employment will be validated, and
- The candidate is subject to all other appropriate employment eligibility verifications as required by Federal and State laws.

CLASSIFICATION: Competitive

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