

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Department of Motor Vehicle
Principal Motor Vehicle Clerk
\$42,789 - \$50,479
DATED: August 20, 2026
Last Date To File: September 2, 2026
EOE

DISTINGUISHING FEATURES OF THE CLASS: This work requires a high level of customer service skill and involves extensive interaction with the public. The work involves the responsibility for determining eligibility for driver licenses and vehicle registration, assisting the Supervisor in preparing financial reports and bank deposits and overseeing the work of Motor Vehicle staff in the absence of the Supervisor. 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 Senior Motor Vehicle Clerk by the performance of lead worker duties in the absence of the Supervisor. The work is performed under the general direction of the County Clerk and the direct supervision of the 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. The incumbent will perform all related duties as required.

EXAMPLES OF WORK: (Illustrative only)

- Leads and participates in reviewing applications for learner's permit, licenses and registrations and checking supporting documents for adequacy and completeness;
- Processes transactions manually and/or electronically;
- Computes, collects and accounts for license and registration fees, making change as necessary;
- Trains new employees on work procedures, job functions and requirements of the unit;
- Relieves clerical staff of complex or difficult problems by independently handling and resolving such problems as required;
- Assists with the installation of new or modified policies and procedures;
- Inventories and orders motor vehicle forms and other supplies for the office;
- Reviews and processes license applications, issues license plates and registrations;
- Assists in compiling and preparing reports for submission to the State Motor Vehicle Department;
- Closes the office by locking up secured documents, license plates, cash drawers, file cabinets, work station and desk drawers, doors and the safe;
- Totals daily revenues, complete deposit slips, and deliver bank deposits to the County Clerk and/or bank as required;
- Performs other related duties as required.

FULL 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 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 and solve unusual or complex clerical problems; 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: Two (2) years permanent status as a Motor Vehicle Clerk or one (1) year permanent status as a Senior Motor Vehicle Clerk, either 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 and one (1) year full-time, or its part-time equivalent, account keeping, business or clerical experience, involving computer use and working with the general public; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) 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