PLEASE POST CONSPICUOSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Motor Vehicle

Motor Vehicle Clerk – Part Time

$22.00/hour

DATED: November 16, 2026

Last Date to File: December 1, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: This position involves participating in all activities of the County Motor Vehicle Bureau, many of which involve contact with the public. Receives and processes transactions relating to the licensing of drivers of motor vehicles and the registration of such vehicles. Work is performed under general supervision from the bureau supervisor who decides any questions that may be of an unusual nature. The incumbent must become familiar with all phases of the operations of the office including application, examination and cashiering. Performs related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Reviews and processes applications for all types of licenses and registrations;
- Computes fees, collects payments and makes change;
- Processes approved license and registration documents by means of a computerized database system;
- Assists in and/or conducts tests for vision and knowledge of English and motor vehicle laws;
- Receives, counts and stores license plates, tabs, forms and other supplies;
- Takes part in the compilation of receipts, expenditures and reports for submission to the State Motor Vehicle Department;
- Answers requests from the public for information on Bureau activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the procedures relating to the issuance of driver's licenses and vehicle registrations; good knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; good knowledge of arithmetic and English; ability to get along well with others and to deal effectively with the public; ability to quickly learn specialized office operations; mental alertness; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree or higher, OR;
(b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical or business experience involving work with the general public, OR;
(c) An equivalent combination of training or experience as defined by the limits of (a) or (b) above.

SPECIAL NOTE: Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced driver's license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic law) to comply with the following criteria: 1) must be a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

CLASSIFICATION: Competitive

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