



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Clerk's Department of Motor Vehicle PROMOTIONAL OPPORTUNITY

**Job Title:** Motor Vehicle Supervisor – PROMO (Clifton Park Office)

**Salary Range:** \$55,367 - \$64,565\* (\*Based on years of service employed with Saratoga County in this title)

**Work Location:** 22 Clifton Country Road, Clifton Park NY 12065

**Classification:** Competitive (**Provisional appointment – exam required**)

#### Job Description

The work involves responsibility for directing activities within an assigned Motor Vehicle Department. The incumbent develops and recommends adoption of internal policies and procedures to provide and maintain the efficient operation of the bureau. Generally, this employee's direct contact with the public is limited to answering the most difficult complex questions or in dealing with challenging customers. Work is performed under general supervision of the County Clerk or Deputy County Clerk in accordance with the provisions of Vehicle and Traffic Law and Procedures issued by the State Commissioner of Motor Vehicles. Supervision is exercised over the work of all employees of the Motor Vehicle Office. Incumbent does related work as required.

#### Minimum Qualifications ...

Candidates must be currently employed in the Saratoga County Department of Motor Vehicle, and serving in a permanent full-time status as a Senior Motor Vehicle Clerk for at least twelve (12) months.

#### Typical Work Activities (\*Illustrative)

- Assists in the formulation and implementation of departmental policies and procedures for the business administration of the Motor Vehicle Bureau;
- Plans, directs and coordinates various functions of the department including but not limited to financial accounts and records, payroll and clerical tasks;
- Assists in the implementation of new programs, procedures and methods in order to achieve better efficiency;
- Keeps abreast of new laws and impending changes to the Vehicle and Traffic Law as they pertain to the bureau so that necessary changes can be initiated and implemented promptly and effectively;
- Assists in the planning and coordination of matters related to the administration and preparation of the budget, personnel matters, and agency procedures;
- Enters and retrieves data through the use of a computer terminal;
- Supervises and oversees the training of new employees;
- Responsible for mentoring, coaching and executing evaluations in conjunction with other applicable supervising staff members, to ensure established goals are being met;



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- Coordinates departmental purchases with vendors and purchasing staff;
- Disseminates information to the public on all phases of the law and procedures relating to Motor Vehicles;
- Assist staff in dealing with unruly or problematic applicants;
- Other related duties as required.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- This opportunity is being offered on a **provisional** basis pending the results of an exam to be offered at a later date.
- This opportunity exists within the Clifton Park Motor Vehicle location.

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until thru December 18, 2024**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*