



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Clerk's Office (Department of Motor Vehicles)

Job Title: SENIOR MOTOR VEHICLE CLERK (PROMO)
(HELP's Program)

Salary Range: \$50,278 - \$59,728* (*Based on years of service employed with Saratoga County)

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Non-Competitive (Exam requirements temporarily waived)

Job Description

Work involves responsibility for assisting in the operation of an assigned Motor Vehicle branch office, and for maintaining the financial records for all transactions within that branch office. Incumbent supervises activities of the Department of Motor Vehicle under the leadership of the branch Supervisor. Incumbent must be prepared to answer difficult motor vehicle inquiries and assist Motor Vehicle Clerks in handling any issues or challenges that may arise in a professional manner. Work is performed under the general supervision of a Motor Vehicle Supervisor, with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of Motor Vehicle Clerks and, in the absence of the Supervisor, assume responsibility for ensuring established operations and procedures continue. Performs related work as required.

Minimum Qualifications (at least)

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

Typical Work Activities (*Illustrative)

- Supervises the activities of employees engaged in processing license applications, issuing license plates, and registrations;
- Assists in training new employees; mentoring and coaching staff and preparing and executing evaluations in conjunction with the Motor Vehicle Supervisor and various goals established by the County Clerk and the Saratoga County DMV organization;
- Makes suggestions on improving methods and procedures and assists in their installation;
- Maintains and is expected to process transactions when necessary to meet demands and achieve customer satisfaction;
- In the absence of Supervisor, opens and closes officer operations ensuring established process has been followed;



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- In the absence of assigned personnel, may be called upon to provide coverage at other Motor Vehicle branch offices;
- Assist Motor Vehicle Clerks in dealing with unruly or problematic applicants using professional judgement and discretion;
- Implements methods and strategies for work flow and operational efficiencies;
- Demonstrates qualities that lead others to positive outcomes in the performance through their example and availability. Must be strong in DMV knowledge;
- Assists applicants in the proper completion of forms and answers requests for information;
- Accounts for monies received in the bureau;
- Maintains financial accounts and records;
- Prepares a variety of financial and statistical reports;
- Performs related duties as necessary;

**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

- Excellent benefits, NYS Retirement and Compensation Plan

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 through the date posted, or until the vacancy has been filled.

****This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June 2026****

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.