



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Clerk's Office

Job Title: MOTOR VEHICLE CLERK – Part Time

Salary Range: \$26.58 p/h

Work Location: 40 McMaster Street, Ballston Spa NY 12020

Classification: Non-Competitive (**No exam required**)

Job Description

Work involves responsibility for determining eligibility for drivers' licenses, vehicle registrations, and ID's, through a review of the application(s) and a variety of supporting documentation. Information must be transmitted to a central computer system using a computer terminal. For drivers' licenses, a check must be made for accuracy and completeness of information, proof of age, conviction record, record of mental or physical illness and any other supporting documents. For registrations, a check must be made for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate, and any other supporting documents. Work is performed under general supervision and in accordance with established policy and procedures with supervisory staff determining questions of an unusual or more complex nature. The incumbent does related work as required. ***Incumbents will be placed at the Ballston Spa, Clifton Park, and/or Saratoga Springs location (to be determined during interview process).***

Minimum Qualifications (at least)

- A. Possession of an Associate's Degree in Secretarial Science, Office Management, Business Administration, or related field and one (1) year of clerical, cashiering, or public contact experience which must include data entry functions on a personal computer; **OR**
- B. Graduation from High School or possession of an equivalency certificate (GED) and three (3) years of clerical, cashiering or public contact experience which must include data entry functions on a personal computer.

NOTE: Public contact is defined as customer service representatives, receptionists, sales people, people providing personal services, interviewers, counselors, and similar jobs which involve periodic contact with a client, customer, member of the public, etc.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)



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Typical Work Activities (*Illustrative)

- Reviews and processes applications for all types of licenses and registrations;
- Checks supporting documents such as proof of ownership, insurance coverage, vehicle inspections etc.;
- Operates computer terminal in the processing of licenses and registrations and determines type cause of malfunction or rejection response and takes appropriate action;
- Computes, receives and accounts for licenses and registration fees;
- Acts as Cashier and transmits information using a computer terminal;
- Conducts vision, road sign and written tests;
- Receives, counts and stores license plates, tabs, forms and other supplies;
- Participates in the compilation of receipts, expenditures and reports for submission to the State Motor Vehicle Department;
- Advises and assists applicants in the proper completion of forms and answers routine requests for information;
- Takes photographs for Enhanced, REAL ID and standard NYS drivers' license and non-driver I.D. cards;
- May be required to type minor records and reports;
- Performs clerical 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

- Optional NYS Retirement Membership

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

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.