



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Clerk's Office

PROMOTIONAL OPPORTUNITY

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

Salary Range: \$51,761 - \$61,491* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 40 McMaster Street, Ballston Spa NY 12020

Classification: Non-Competitive HELPs (**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 assist Motor Vehicle Clerks in addressing difficult or challenging inquiries or situations 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. ***Incumbents will be placed at the Ballston Spa, Clifton Park, and/or Wilton location (to be determined during interview process).***

Minimum Qualifications (at least)

Candidates must currently be employed with the Saratoga County Clerk's Office in the Department of Motor Vehicles serving in a permanent full-time status as a Motor Vehicle Clerk for at least one (1) year.

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.)

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;



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- 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 absence of Supervisor, opens and closes office operations ensuring established process has been followed;
- 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 Membership, and competitive 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 flyer has been removed.

**** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 ****

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.