

# NOTICE OF VACANCY

**DEPARTMENT:** County Clerk – Department of Motor Vehicles

**TITLE:** Assistant Motor Vehicle Bureau Supervisor

**SALARY (GRADE):** \$32,278 (18W) plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The employees in this class are responsible for assisting in the operation of the main Motor Vehicle Bureau in the County or for supervising a branch office. Responsibilities include considerable public contact work, and the ability to resolve problems and complaints. Supervision is exercised over the work of employees in the main or branch office. The work is performed under the general supervision of the Motor Vehicle Bureau Supervisor, with considerable leeway permitted for the work responsibilities. Employee performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from high school or possession of a New York State high school equivalency diploma **AND** four (4) years of clerical or general business experience; including one (1) year of supervisory experience; **OR**
- (B) Six (6) years of experience, as described in (A) above; including two (2) years of supervisory experience.

## **PROMOTIONAL:**

Candidates must have permanent, full-time competitive status for a period of **twelve (12) months as a Senior Motor Vehicle Representative or twenty-four (24) months as a Motor Vehicle Representative** in Oneida County Government.

**SPECIAL REQUIREMENTS:** Prior to appointment, the Department of Motor Vehicles will perform both **citizenship verifications** and **criminal history checks** for DMV employees per compliance with Section 7209 of the Intelligence Reform and Terrorism Prevention Act of Two Thousand Four, Public Law 108-458, and procedures promulgated thereto by the Department of Homeland Security for issuance of Enhanced Drivers Licenses (EDLs) or identification cards.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** August 11, 2022

**\*\*Oneida County is an equal opportunity employer\*\***

07/21//2022