

NOTICE OF VACANCY

DEPARTMENT: County Clerk – Department of Motor Vehicles

TITLE: Senior Motor Vehicle Representative

SALARY (GRADE): \$29,012 (15W) plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Motor Vehicles. This position differs from that of Motor Vehicle Representative by performing more complex duties at a higher level without referral to a supervisor and leads in the work. Employees are responsible for reviewing and processing registration and licensing documents and receiving appropriate fees through either manual process or by a teleprocessing device. Responsibilities include considerable public contact. Supervision may be exercised over Motor Vehicle Representative. The incumbent 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 high school equivalency diploma **AND** two (2) years of clerical and/or cashier experience; **OR**
- (B) Three (3) years of clerical and/or cashier experience.

PROMOTIONAL:

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

NOTE: Verifiable part-time and/or volunteer clerical/cashier experience will be pro-rated toward meeting full-time experience requirements.

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 6th 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****