

NOTICE OF VACANCY

DEPARTMENT: County Clerk
TITLE: Senior Motor Vehicle Representative
GRADE/SALARY: 15W - \$25,936 plus Excellent Benefits

THIS IS A TESTED 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.

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.

SPECIAL REQUIREMENT: 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.

TO APPLY ONLINE GO TO: <https://oneida-portal.mycivilservice.com/>

PAPER APPLICATIONS MAY BE PICKED UP IN THE PERSONNEL DEPARTMENT ON THE 6TH FL OF THE ONEIDA COUNTY OFFICE BUILDING AND MAILED OR HAND-DELIVERED TO:

Oneida County Department of Personnel
800 Park Avenue
Utica, New York 13501

You may also request a paper application be mailed to you by calling 315-798-5726.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: October 23, 2020

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

10/02/2020