

NOTICE OF VACANCY

DEPARTMENT: County Clerk
TITLE: Assistant Motor Vehicle Bureau Supervisor
GRADE/SALARY: 18W - \$28,841 plus Excellent Benefits

THIS IS A TESTED 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.

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.

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