

# **NOTICE OF VACANCY**

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

**TITLE:** Motor Vehicle Representative

**GRADE/SALARY:** 14W - \$25,453 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. Employees in this class are responsible for reviewing and processing registration and licensing documents and receiving appropriate fees through either manual processes or by a teleprocessing device. The Motor Vehicle Representative must be able to determine causes of malfunction or rejection responses from the computer and follow proper procedures for correction. This employee must have a working knowledge of the New York State Vehicle and Traffic Laws. Responsibilities include considerable public contact. Supervision is received from an assistant Motor Vehicle Supervisor, allowing some leeway in the exercise of independent judgment. 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 a high school equivalency diploma **AND** one (1) year of clerical and/or cashier experience; **OR**
- (B) Three (3) years of clerical and/or cashier experience.

**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.

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

**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:** May 4, 2021

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

04/13/2021