

HAMILTON COUNTY PERSONNEL/CIVIL SERVICE IS NOW ACCEPTING APPLICATIONS FOR:

MOTOR VEHICLE CLERK

Hamilton County Clerk's office is currently accepting applications for a Motor Vehicle Clerk in the Department of Motor Vehicles in Lake Pleasant, NY. Starting salary range is \$37,947 - \$40,961. This is a full-time position with an excellent benefits package.

Incumbents in this position are responsible for determining eligibility for various motor vehicle applications, through a review of the application and a variety of supporting documents. They check documents for accuracy and completeness of information, proof of age, conviction record and other required information. Incumbent processes documents by using a computer and related peripheral equipment. Motor Vehicle Clerks work under general supervision on standard assignments in accordance with defined procedures; detailed instructions provided for new or unusual assignments.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience.

NOTE: Study in a regionally accredited college or university or one registered by New York State may be substituted for the experience on a year-for-year basis.

Residency Requirement: Applications accepted from candidates who are residents of a Contiguous County to Hamilton County.

Candidate chosen, is subject to a background check and fingerprinting, prior to appointment to the position.

Proof of minimum qualifications are required at time of application.

Download an application at: <https://www.hamiltoncounty.com/personnel>.

Hamilton County Personnel, 102 County View Drive, PO Box 174, Lake Pleasant, NY 12108 | (518) 548-6375 / personnel@hamiltoncountyny.gov

APPLICATIONS ACCEPTED UNTIL THE POSITION IS FILLED.