

**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 Non-Competitive appointment through the NY HELPS Program. There will not be a Civil Service examination.**

**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](mailto:personnel@hamiltoncountyny.gov)

**APPLICATIONS ACCEPTED UNTIL THE POSITION IS FILLED.**