



Steven M. Neuhaus  
County Executive

## **VACANCY ANNOUNCEMENT**

### **MOTOR VEHICLE CLERK – PART TIME, GRADE 7**

#### **ORANGE COUNTY CLERK'S OFFICE**

Applications are now being accepted by the County Clerk's Office to fill two (2) positions of part time Motor Vehicle Clerk. The nature of one appointment is temporary substitute. Once the permanent holder attains status in another position, the position will become permanent, subject to a probationary term. The work involves responsibility for reviewing and processing all types of transactions related to the licensing of drivers and the registration of motor vehicles in an office of the Orange County Division of Motor Vehicles. Additionally, incumbents of these positions perform work activities associated with collecting and recording monies for motor vehicle transactions. Work is performed under the general supervision of a designated supervisor.

**TYPICAL WORK ACTIVITIES INCLUDE** (But not limited to):

Reviews and processes applications for all types of licenses and registrations;

Checks supporting documents such as proof of ownership, proof of age, identity, address, conviction record, record of mental or physical illness, insurance coverage and vehicle inspection, for adequacy and completeness of information required;

Assists applicants in the proper completion of forms and answers routine requests for information;

Verifies data from original documents and operates teleprocessing equipment for computer input and application processing;

Computes fees, collects payments and makes change;

Conducts vision, road sign and written tests and schedules appointments for eye and written tests.

**CIVIL SERVICE EXAMINATION IS NOT A REQUIREMENT FOR PERMANENT APPOINTMENT**

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical or customer service experience which shall have involved keyboarding.

**SALARY:** New Employees, Entry Rate: Grade 07, step 02 - \$23.9730 per hour;  
Orange County Employees – according to CSEA contract for Grade 07

**HOURS:** 19 hours per week

**LOCATIONS:** Goshen, Middletown, Port Jervis, Newburgh and on the Mobile Unit. Employees must be available to work at any Motor Vehicle location.

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. MUST BE A US CITIZEN. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT

**SEND RESUME AND APPLICATION TO:**

Orange County Clerk's Office  
Attn: Jenna Pearson  
255 Main Street  
Goshen, NY 10924

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page.

Or download directly here: [Application for Employment Application](#)

**An Equal Opportunity Employer**

Date of Issue: 3/14/2025 (position #03145(TS), 03038)