



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY CLERK'S OFFICE Motor Vehicle Clerk Grade 07

Applications are now being accepted by the County Clerk's Office to fill two (2) full-time positions of Motor Vehicle Clerk. 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 any office of the Orange County Division of Motor Vehicles. Additionally, an incumbent of this position performs work activities associated with collecting and recording monies for motor vehicle transactions. Work is performed under the general supervision of a designated supervisor. Does related work as required.

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.

2026 SALARY: Orange County Employees – according to CSEA contract Grade 7
New Employees, Grade 7: \$24.9319 per hour;
\$51,858.35 annually (40-hour work 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 and follow the link to the Department of Human Resources page.
Or download directly here: [Application for Employment Application](#)

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www.orangecountygov.com

*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.