



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 the full-time position of Motor Vehicle Clerk. The nature of the 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 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.

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.

Send Application, Resume, and Three (3) References to:

Orange County Clerk's Office

ATTN: Jenna Pearson

255 Main Street

Goshen, NY 10924

Open announcement until position is filled.

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.