



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 a part time Motor Vehicle Clerk position. 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 - \$22.0583 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 BY JANUARY 5, 2024, 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.

An Equal Opportunity Employer

Date of Issue: 12/06/23 (position #005959)