



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
C O U N T Y N Y
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Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

SENIOR MOTOR VEHICLE CLERK (PART TIME) – PROVISIONAL

SALARY: \$22.7120/HR

DEPARTMENT: DMV

LAST FILE DATE: 04/08/2025

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Motor Vehicle Bureau and involves responsibility for independently performing and/or supervising clerical functions and operations of the unit in the County Clerk's Office. In addition to assisting subordinate clerical employees in the discharge of their duties, the incumbent performs the more complex clerical tasks in the unit. The work is performed under the general supervision of the Deputy County Clerk, in accordance with established policies and procedures. Leeway is allowed for the exercise of independent judgment in making decisions in our-of-the ordinary situations. Supervision is exercised over the work of subordinate Motor Vehicle Clerk in the Motor Vehicle Unit. The incumbent does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS:

- A. Completion of one year of college and one year of clerical experience; or
- B. Graduation from high school or possession of an equivalency high school diploma and two (2) years of clerical experience; or
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

*Provisional Appointment pending successful completion of the civil service examination and being reachable on the resulting list**

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.