



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MOTOR VEHICLE CLERK (HELP PROGRAM)

SALARY: \$40,337

DEPARTMENT: DMV

LAST FILE DATE: 8/13/2026

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for determining eligibility for driver's licenses and vehicle registration through a review of the applications and a variety of supporting documents, and transmitting this information to a central computer using a computer terminal. For drivers' licenses, a check must be made of the application itself for accuracy and completeness of information, proof of age, conviction records, record of mental or physical illness, and any other supporting documents that may be required. For registrations, a check must be made of the application itself for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate, if required, and any other supporting documents. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature, but still allowing for some leeway in the exercise of independent judgment. 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: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of account keeping, business, or clerical experience; or
- B. Two years of experience listed in A; or
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

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