

**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **MOTOR VEHICLE LICENSE CLERK**  
(Provisional \* Appointment)

**SALARY:** \$18.48/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Department of Motor Vehicles, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35/37 ½ / 40 Hour work weeks (Monday-Friday)

**JOB SUMMARY:** The work involves responsibility for determining eligibility for driver's licenses and vehicle registration through a review of the applications and a variety of supporting documents. For drivers licenses a check must be made of the application itself for accuracy and completeness of information, proof of age, conviction record, 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.

**MINIMUM QUALIFICATIONS: EITHER:**


- (a) Graduation from high school or possession of an equivalency diploma and one year of clerical experience; or
- (b) Three (3) years of clerical experience; or
- (c) An equivalent combination of training and experience as defined in (a) and (b).

**Residency Requirement:** There is no residency requirement.

**(OVER)**

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 Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932

 [essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)

 518.873.3360

**Essex County is an Equal Opportunity Employer**

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** May 2<sup>nd</sup>, 2023

**Application Deadline:** May 12<sup>th</sup>, 2023

\*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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