Herkimer County

DEPUTY COUNTY CLERK OF MOTOR VEHICLES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the work activities of the Motor Vehicle Department. The incumbent is empowered to act generally for and in place of the County Clerk in fulfilling the responsibilities of the office. Work is performed under the general direction of the County Clerk, with wide leeway allowed for the exercise of independent judgment. Supervision is provided to subordinate employees in the Motor Vehicle Department. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Confers regularly with the County Clerk on policy matters and administrative issues and/or problems;
- Directs the activities of employees engaged in the Motor Vehicle Department such as processing applications for licenses, registrations, permits, etc. and receipt of payments of fees associated with such duties;
- Maintains liaison with appropriate state agencies to ensure coordination of its activities with those of the assigned office;
- Monitors the workflow and meets with higher level management to discuss the department staffing;
- Monitors the maintenance and recording of collected fees to ensure that established accounting control procedures are in place;
- Performs monthly NYS DMV audits to identify training and educational needs;
- May assist the County Clerk in interviewing prospective employees;
- May prepare budget requests;
- Uses computer applications such as the New York State Motor Vehicle System in performing work assignments;
- Provides training to new and current employees in the Motor Vehicle Department;
- Reviews the work of subordinates and reports to the County Clerk;
- Prepares the annual report of the Motor Vehicle Department
- Provides a variety of reports for approval of the County Clerk;
- Provides work assignments to subordinates;
- Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERONAL CHARACTERISTICS: Thorough knowledge of the principals of office administration; thorough knowledge of the NYS Vehicle and Traffic Law; Thorough knowledge of procedures applicable to the operation of a Motor Vehicle Department; ability to supervise the collection of fees and to maintain appropriate records; ability to prepare a budget; ability to effectively use computer applications such as the NYS Motor Vehicle System; ability to establish and maintain effective working relationships; initiative; tact; good judgement.

SUGGESTED QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree and one (1) year of experience of clerical experience; OR

(B) Graduation from a regionally accredited or New York State registered college with a Associates Degree and three (3) years of clerical experience; OR
(C) Graduation from High School or the possession of a high school equivalency diploma and five (5) years of clerical experience

SUGGESTED SPECIAL REQUIREMENTS:

1. Candidates must be a US Citizen;
2. Candidates will be subject to a NYS Department of Criminal Justice Services and FBI fingerprint screening. A negative status on such screening must be achieved in order to continue employment