



# Motor Vehicle Representative II

## The Position

The Schenectady County Clerk is currently recruiting Motor Vehicle Representatives\* for the Schenectady County Department of Motor Vehicles Office. This position assists drivers in renewing their licenses and vehicle registrations or applying for driving permits and photo identification cards. Motor Vehicle Representatives also receive and process various New York State Motor Vehicle forms ensuring that information is properly documented with great care and attention to detail.

*\*This position is part of the NYS Helps Program, and an exam will not be required.*

## Qualifications

Candidates must possess the following minimum qualifications to be considered:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in Accounting, Business Administration or a related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma, plus two (2) years of experience as a teller, cashier, payroll clerk, accounting clerk or other appropriate experience that involved the handling of cash; OR
- C. Four years experience as outlined in (A) above; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT:** Employment is contingent upon citizenship verification and a criminal background check sufficient for issuance of Enhanced Drivers Licenses (EDL's) or identification cards.

## Salary

The annual salary for this position starts at \$46,349

## How to Apply

Apply online at [mycivilservice.schenectadycounty.com](http://mycivilservice.schenectadycounty.com).

*Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis*

# Schenectady County offers exceptional benefits

## **Health Benefits**

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

## **Retirement and Savings Plans**

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

## **Additional Benefits**

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

## **About Schenectady County**

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

**[www.SchenectadyCountyNY.gov](http://www.SchenectadyCountyNY.gov)**

Hon. Karen B. Johnson Branch  
Schenectady County Public Library



Schenectady County Human Resources

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