

JOB OPPORTUNITY



WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

PLEASE POST CONSPICUOUSLY

WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE ANNOUNCES
AN OPEN COMPETITIVE POSITION FOR

MOTOR VEHICLE LICENSE CLERK: DEPARTMENT OF MOTOR VEHICLES

HOURS: 9:00 a.m. to 5:00 p.m.
35 hours per week

SALARY: \$20.29 - \$23.47 per hour

LOCATION: Wyoming County Department of Motor Vehicles
6 Perry Avenue, Warsaw, NY 14569

DISTINGUISHING FEATURES OF THE CLASS: The Motor Vehicle License Clerk is responsible for determining eligibility for drivers' licenses and vehicle registration through a review of the application and a variety of supporting documents. The incumbent checks documents for accuracy and completeness of information, proof of age, conviction record and other required information. The incumbent processes documents by means of a teleprocessing device and related peripheral equipment. Motor Vehicle License Clerks work under the general supervision on standard assignments in accordance with defined procedures. Detailed instructions will be provided for new or unusual assignments. Will complete all other work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma and:

- A. Associate's Degree in Accounting, Business Administration, Business Management or related are and three (3) years of full-time customer service experience, OR
- B. Five (5) years of full-time customer service experience with data entry knowledge, OR
- C. An equivalent combination of experience and training within the limits of (A) and (B) above.

Special Requirements:

- A. Complete nationwide fingerprint criminal background check;

COMPETITIVE

WYOMING COUNTY RESIDENTS MAY BE GIVEN FIRST PREFERENCE.

Wyoming County is an Equal Opportunity Employer

- B. Criteria for not passing the criminal background check must include at least:
- a. Any felony conviction within the last 10 years; or
 - b. Any conviction involving fraudulent activities.

ISSUED: 11/03/2025

NOTES:

1. Candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred with application.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/ U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

NOTICE: *If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office.*

Please note that your application will **NOT** be forwarded to the hiring manager until we have received the following information: Civil Service Application and any supporting documentation listed in the minimum qualifications; such as licenses, high school diploma, certificates, Associate's or Bachelor's degree, etc. If you have any questions, or would like to email your application and additional documents please contact jschmidt@wyoingcountyny.gov or 585-786-8830.