



Motor Vehicle License Clerk – Full Time (Civil Service) Waterloo, NY

The Motor Vehicle License Clerk is a full time position, Monday-Friday, 37.50 hours per week.

Responsible for - typical work activities (illustrative only) - Receives approved license and registration documents for processing by means of a teleprocessing device or manual devices; Types and verifies data from original documents for computer input and processing; Determines type or cause of malfunction or rejection response and takes appropriate action; Reviews and processes applications for all types of licenses and registrations, inspection, etc. for adequacy and completeness; Conducts vision, road sign and written tests; Receives, counts and stores license plates, stickers, forms and other supplies; Assists applicants in the proper completion of forms and answers routine requests for information; Requests additional data from applicant if central computer is unable to process transaction; Computes fees, collects payments and makes change; Periodically reconciles transactions and money received and reports transactions by category; May perform other clerical duties.

Minimum Qualifications - Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, and one (1) year of clerical experience. An exam for this title will be held at a future date, appointments will be provisional prior to receiving exam results.

Benefits Include: Pension plan, scheduled pay raises, union & weekends off, paid vacation, personal time & holidays. The current salary is \$15.46 per hour. There is an opportunity for advancement.

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

To apply, please visit: <http://seneca-portal.mycivilservice.com/>

Application Deadline: January 28, 2022

Seneca County is an Equal Opportunity Employer!

Finger Lakes Job Leads

<https://www.co.seneca.ny.us/gov/services/workforce/job-leads/>

(Includes job leads from Seneca, Ontario, Wayne and Yates Counties)

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