TIOGA COUNTY, NEW YORK
Personnel and Civil Service
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NOTICE OF VACANCY
Motor Vehicle License Clerk (HELP Program)

Date of Issue: 11/20/26. The work involves responsibility of reviewing and processing a wide variety of transactions related to the licensure of drivers of motor vehicles and the registration of such vehicles. Responsibilities include the review of license and registration applications and supporting documents; the determination of eligibility for driver's licenses and vehicle registrations; the processing of license and registration documents either manually or through the use of a computer terminal; and the computation and collection of associated fees. The work involves extensive interaction with the public in person and on the telephone, and is performed in accordance with state regulations and departmental policies. The work is performed under the direct supervision of the Motor Vehicle Bureau Supervisor with some latitude given for the exercise of independent judgment. Does related work as required.

The title of Motor Vehicle License Clerk is **Non-Competitive***, requiring applicants to meet the minimum qualifications established for the position. A criminal background check** is required.

Status: Permanent
Work Hours: Full-time, Monday – Friday (35-hour work week)
Salary: $36,087 (CSEA SG V); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Clerk's Office - DMV

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time **customer service work experience (or its part-time equivalence) which involved the handling of money**.

Special Note: Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced driver's license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law) to comply with the following criteria: 1) must be a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

Apply Online: https://www.tiogacountyny.com/departments/personnel-civil-service/

Apply by: Applications accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

**This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*

**Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.