



DATE: March 25, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a not a competitive class position.)

FROM: Taylor Bruck, Acting County Clerk
244 Fair Street, Kingston, NY 12401

JOB VACANCY: Driver/Messenger / Permanent/Provisional / Full-Time / Benefited

LOCATION: Hall of Records

SALARY: \$18.92 / hour (Grade 4)

FILL DATE: April 15, 2025

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the safe and economical operation of a motor vehicle in the delivery of mail supplies and materials. The incumbent performs general mailroom duties when not picking up or making deliveries. The work is performed under general supervision according to set procedures.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation of light motor vehicles; good knowledge of vehicle and traffic laws as related to the operation of automotive equipment; clerical aptitude; ability to follow simple oral and written directions; ability and willingness to perform routine manual tasks; tact; good judgment; physical condition commensurate with the demands of the job.

ACCEPTABLE TRAINING AND EXPERIENCE:

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. One year full-time experience involving the operation of an automotive vehicle; **OR**
- C. An equivalent combination of training and experience as described above.

Special Requirement for Acceptance of Applications: Eligibility for an appropriate class New York State Motor Vehicle Operator's license. Possession of license at time of appointment.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.