

DATE: June 9, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

FROM: Taylor Bruck, Acting County Clerk

JOB VACANCY: Motor Vehicle Cashier / Permanent/Provisional / Full-Time / Benefited

LOCATION: County Office Building

SALARY: \$22.87 / hour (Grade 9)

FILL DATE: July 1, 2025



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting clients and processing various transactions in the Ulster County Motor Vehicle Department. The incumbent is responsible for reviewing and verifying documents and processing vehicle driver licenses, learner's permits, non-driver identifications, amendments to driver licenses and registrations, registrations, commercial driver's license (CDL) permits, title only transactions, new license plates, plate surrenders or transfers and enforcement transactions. The work also involves the computation and collection of fees in the form of cash, checks, money order and credit cards, for which the incumbent is held personally responsible. The work is performed under general supervision of a higher-level employee with supervisory employees deciding questions of an unusual nature. Supervision is not a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the New York State and Motor Vehicle and Traffic Law as they relate to the issuance of driver's licenses, titles and vehicle registrations; good knowledge of office terminology, procedures and equipment; working knowledge of arithmetic and English; ability to make arithmetic computations quickly and accurately; ability to operate a computer terminal; ability to get along well with others and deal effectively with the public; ability to understand and interpret written information; ability to type accurately on a computer keyboard; clerical aptitude; mental alertness; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid or its part-time equivalent account clerical experience; **OR**

B. Three (3) years of full-time paid or its part-time equivalent account clerical experience; **OR**

C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement: 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 drivers 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.

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.

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.