



DATE: October 29, 2025

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

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

JOB VACANCY: DMV Bus Driver / Permanent/Provisional / Full-Time / Benefited

LOCATION: Co Office Bldg

SALARY: \$22.87 (Grade 9)

FILL DATE: November 20, 2025

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of operating a motor vehicle bus for transporting employees of the Ulster County Department of Motor Vehicles to designated town locations to enable processing of Motor Vehicle transactions for the public. An incumbent in this class is responsible for the safe and efficient operation of the vehicle and for the safety of the employees. Work is performed under the general supervision of a higher level employee with leeway allowed for independent judgment in carrying out work details. The incumbent is required to manage and direct Motor Vehicle customers throughout the day. The incumbent may be required to clean and maintain buses as needed. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of automotive vehicle operation; good knowledge of automotive maintenance practices; good knowledge of safety procedures, traffic rules and regulations; good knowledge of the geography of the area; good knowledge of basic DMV transaction processing; working knowledge of Motor Vehicle procedures; ability to understand and carry out oral and written instructions; ability to get along well with others; mental alertness; dependability; reliability; tact; courtesy.

MINIMUM QUALIFICATIONS: Possession of a valid New York State Commercial Driver's License (CDL), Class B with air brakes, at time of appointment and during the term of employment.

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.