

DATE: July 9, 2026

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, County Clerk

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

LOCATION: Co Office Bldg

SALARY: \$26.99 / hour (Grade 11)

FILL DATE: July 30, 2026



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assuring efficiency in the work being performed by the Motor Vehicle Cashiers in their day to day activities in the Ulster County Motor Vehicle Department. The incumbent is responsible for supervising and overseeing the processing of the issuance of vehicle driver licenses, learners permits, non-driver identifications, amendments to driver licenses and registrations, registrations, commercial driver license (CDL) permits, title only transactions, new license plates, license plate surrenders and transfers, and enforcement, and when necessary may assist in the processing. An employee in this class also handles and is personally responsible for large sums of money, documents, license plates and stickers. The work is performed under the general supervision of a Deputy County Clerk with considerable leeway allowed for the exercise of independent judgement. Direct supervision is exercised over the work of Motor Vehicle Cashiers and other subordinate staff. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough 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 Laws as they relate to the issuance of driver licenses, titles and vehicle registrations; good knowledge of office terminology; working knowledge of arithmetic and English; ability to supervise the work of others; ability to organize work effectively; 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 make arithmetic computations quickly and accurately; clerical aptitude; tact; courtesy; mental alertness; accuracy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid or its part-time equivalent account clerical experience in a motor vehicle agency; **OR**
- B. Four (4) years of full-time paid or its part-time equivalent account clerical experience in a motor vehicle agency; **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.