

**COUNTY OF TIOGA
DEPARTMENT OF PERSONNEL AND CIVIL SERVICE**

R.E. Dougherty County Office Building, 56 Main Street – Owego, New York 13827 – Tele: (607) 687-8494 – Fax: (607) 223-7074



**NOTICE OF VACANCY
MOTOR VEHICLE EXAMINER**

Date of Issue: 02/09/17. 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 general 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 Examiner is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2017.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional
Work Hours: Part time, days; 17-hour week
Salary: \$12.62 / hour
Location: Tioga County Clerk's Office –Department of Motor Vehicles

Minimum Qualifications Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid customer service work experience which involved the handling of money or its part-time equivalent; **OR**
- B. Three years of full-time paid customer service work experience which involved the handling of money or its part-time equivalent; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

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 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.

Apply to: Tioga County Department of Personnel & Civil Service
56 Main Street, Owego, NY 13827
607-687-8494 (p); 607-223-7074 (f)
www.tiogacountyny.com

Apply by: **February 28, 2017**

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.

*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.