

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

MOTOR VEHICLE CLERK

Hamilton County is currently accepting applications for a Motor Vehicle Clerk in the Lake Pleasant office. Starting salary is \$28,686. This is a full-time position with an excellent benefits package.

Incumbents in this position are responsible for determining eligibility for various motor vehicle applications, through a review of the application and a variety of supporting documents. They check documents for accuracy and completeness of information, proof of age, conviction record and other required information. Incumbent processes documents by using a computer and related peripheral equipment. Motor Vehicle Clerks work under general supervision on standard assignments in accordance with defined procedures; detailed instructions provided for new or unusual assignments.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience.

NOTE: Study in a regionally accredited college or university or one registered by New York State may be substituted for the experience on a year-for-year basis.

Residency Requirement: Applications accepted from candidates who are residents of a Contiguous County to Hamilton County.

Candidate chosen, is subject to a background check and fingerprinting, prior to appointment to the position.

Proof of minimum qualifications are required at time of application, along with three (3) written professional references, of which a minimum 2 years employment requested.

For more information or an application, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

Applications must be received no later than June 4, 2021

