

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:**

MOTOR VEHICLE CLERK

**EXAMINATION NO: 64641
EXAM DATE: MARCH 5, 2022**

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. The incumbent checks documents for accuracy and completeness of information, proof of age, conviction record and other required information. The 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. Does related work as required.

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.

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 January 31, 2022