



## OSWEGO COUNTY MOTOR VEHICLE CLERK

The Oswego County Clerk's Office has an immediate opening for a Motor Vehicle Clerk. This position involves the responsibility for reviewing and processing a variety of transactions related to the licensing of drivers of motor vehicles and the registration of vehicles. Please note that DMV offices are located in Oswego, Fulton, and Pulaski. The selected candidate may be assigned to any of these locations, based on the operational needs of the department.

**Qualifications:** Completion of 30 semester credit hours; **OR** Graduation from high school or possession of an equivalency diploma and one (1) year of clerical experience; **OR** Two (2) years of clerical experience. **SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position. The job may involve extensive travel to all parts of the County. A State and Federal criminal background check, including fingerprinting, is required for this position and some criminal offenses may bar employment. A complete list of disqualifying criminal offenses is available upon request.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.

**Pay Rate:** \$19.81 per hour plus competitive benefit package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

**To Apply:** Review of applications will begin immediately and continue until the position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

AA/EEO EMPLOYER