

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Clerk Department is in search of:

**Motor Vehicle Clerk**

Salary: \$41,065 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

**Duties of the position:** This position involves responsibility for determining eligibility for drivers' licenses and vehicle registration through a review of the applications and a variety of supporting documents, and transmitting this information to a central computer using a computer terminal. For drivers' licenses, a check must be made of the application itself for accuracy and completeness of information, proof of age, conviction record, record of mental or physical illness and any other supporting documents that may be required. For registrations, a check must be made of the application itself for accuracy and completeness of information, proof of ownership, insurance coverage, vehicle inspection certificate, if required, and any other supporting documents. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature, but still allowing for some leeway in the exercise of independent judgement. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience in bookkeeping and/or record keeping which shall have included balancing of financial accounts and/or auditing functions in an automated business environment. An automated business environment requires that the individual performs data entry functions on a personal computer and the use of a software package; **OR**
- (B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and certification from a vocational course in an office support/administration technology program.

**Special Note:** Twelve (12) credit hours in a computer training course in the areas of computer programming, spreadsheet, and/or database manipulation can be substituted for one (1) year of clerical experience as stated above.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until the position is filled.

**You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources (315)379-2210.

Send application to:  
St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617  
**AA/EEO**