



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 21-013 POSTING DATE*: FROM: 4/2/21 TO: 4/12/21

JOB TITLE: Senior Motor Vehicle Services Representative

RATE OF PAY: \$17.54 - \$27.79

LOCATION: Motor Vehicle Bureau - 20 Ontario Street, Canandaigua

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

* See Attached

This job posting is only open for employees of the Ontario County Motor Vehicle Bureau.

APPLICATION DEADLINE / LAST FILING DATE*: 4/12/21

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the Ontario County Civil Service Employment Portal.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

SENIOR MOTOR VEHICLE SERVICE REPRESENTATIVE

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for performing tasks involved in the daily audit of previously processed motor vehicle transactions and transmittal of those documents to the State and will frequently be called upon to deal directly with the public exercising good judgment in resolving problems. Duties of this position are performed under the general supervision of the Deputy County Clerk. Incumbent of this class shall provide technical supervision to other Motor Vehicle Service Representatives under the direction of, or during the absence of, the Deputy County Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs daily morning office opening routine; turns on computer system, unlocks secured areas, checks plate inventories, and distributes cash drawers;
Produces daily audit/cashier and mail bag reports from State computer system;
Performs State required daily audit of previously processed motor vehicle related transactions for completion and compliance to motor vehicle regulations;
Reviews and makes judgments on the acceptance of supporting documents and evidence in questions relative to the ownership, insurance coverage, licenses, etc. for accuracy and completeness of information required;
Performs the duties associated with the title of Motor Vehicle Service Representative;
Maintains various inventories and records on motor vehicle forms, plates and stickers;
Verifies reports such as the sales tax reports and daily transaction reports;
Provides motor vehicle related technical supervision to staff members during the absence of the Deputy County Clerk;
Instructs new employees in the issuance of motor vehicle registration and licensing documents and the collection of fees;
Prepares audited transactions for submission to State.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Vehicle and Traffic Law and procedures related to the issuance of registrations and driver licenses for motor vehicle operation and ownership; ability to type accurately on both typewriter and computer terminal; ability to effectively deal with the public; ability to effectively provide technical assistance and work with others; accuracy; honesty; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, or higher, AND two (2) years full-time paid clerical experience, or its part-time equivalent, processing motor vehicle transactions, records and documents.

REVISED: 3/11/14; 12/31/20

CIVIL SERVICE CLASSIFICATION: COMPETITIVE