



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **MOTOR VEHICLE REPRESENTATIVE TRAINEE**
(Provisional* Appointment)

SALARY: \$28,421 - \$33,299 annually

LOCATION: Monroe County Clerk's Office – Auto License Bureau

JOB SUMMARY:

This is a training position in the County Clerk's Office - Auto License Bureau section designed to develop the skills required to independently perform duties involved with the processing of license and registration documents by means of teleprocessing or manual devices. The work is carried out in accordance with the rules and regulations of the Commissioner of Motor Vehicles. Employees are required to move up to thirty (30) pounds. Upon successful completion of a two (2) year training period, incumbents are promoted to Motor Vehicle Representative without further examination. Incumbents who do not successfully complete the two (2) year training period will be removed from the position. Employees report directly to, and work under the general supervision of, a Branch Manager – Auto License Bureau or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus one (1) year of paid full-time or its part-time equivalent experience as a teller, cashier, payroll clerk, account clerk or general clerical support experience that included the keeping of financial records.

NOTE: Where education is lacking, additional experience as described above may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: September 17, 2020

Posting Deadline: October 8, 2020

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.