HERKIMER COUNTY JOB OPENING

Department: **County Clerk**

Title: **Motor Vehicle License Clerk – Old Forge Location**
Part-Time Position

Salary: **$18.00/Hour (2026 base pay rate)**

SCHEDULE OF THIS POSITION WILL BE AS FOLLOWS:

MONDAYS: 12:00PM – 5:00PM
THURSDAYS & FRIDAYS: 8:00AM - 4:00PM

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for determining eligibility for drivers' licenses and vehicle registration through a review of applications and supporting documents. The duties also involve the collection and possible computation of fees for registration or licensing. At times this involves a great amount of money and incumbents are held personally responsible for shortages. The work is performed according to prescribed routines under direct supervision with supervisory employees deciding questions of an unusual nature.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of pertinent sections of the Motor Vehicle Traffic Law as they relate to the issuance of licenses and registrations; good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to get along well with others and to deal effectively with the public; tact and courtesy; mental alertness; accuracy; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and one year of clerical experience; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid New York State Class D Driver's License at the time of appointment. All Motor Vehicle License Clerks are subject to a criminal background check and FBI Fingerprint screening and must be a United States citizen.

CONTACT

for further information:

Jennifer M DeMetro, County Clerk
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Please Post for 10 Working Days (10/30/2026 through 11/16/2026)