

# HERKIMER COUNTY

## JOB OPENING

**Department:** County Clerk (*Old Forge Location*)

**Title:** Motor Vehicle License Clerk  
*Part Time Position*

**Salary:** \$15.50/hour

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for determining eligibility for driver's 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.

**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 a FBI Fingerprint screening and must be a United States citizen.

### CONTACT

for further information: Jennifer DeMetro, County Clerk  
Herkimer County Clerk's Office  
109 Mary Street, Ste. 1111  
Herkimer, NY 13350  
315-867-1129

Please Post for 10 Working Days (2/14/2025 through 2/28/2025)