HERKIMER COUNTY JOB OPENING

Department: **County Clerk**

Title: **Senior Motor Vehicle License Clerk**
Anticipated Permanent Opening, Full Time Position

Salary: **$38,371.00 (2026 base pay rate)**

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for assisting the supervisors of the Motor Vehicle Bureau in directing the activities of the Bureau. The Senior Motor Vehicle License Clerk actively participates in all functions of the Bureau and is expected to advise on questions of an unusual nature.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of State Vehicle and Traffic Law and related laws and procedures applicable to the operation of the County Motor Vehicle Bureau; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to perform routine account keeping; ability to get along well with others and deal effectively with the public; tact and courtesy; initiative; physical condition commensurate with the demands of the position.

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

SPECIAL REQUIREMENTS: Possession of a valid New York State Class D Drivers 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:

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Please Post for 10 Working Days (11/2/2026 through 11/17/2026)