HERKIMER COUNTY JOB OPENING

Department: **County Clerk**

Title: **Supervisor, Motor Vehicle Bureau**
Permanent Opening, Full Time Position

Salary: **$42,263.00 (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 overseeing the operation of the Motor Vehicle Bureau involving such activities as issuing license plates, chauffeurs' and operators' licenses, and related clerical and financial operations. Responsibility for handling large sums of money is involved. Direct supervision is exercised over all employees of the Bureau. Work is performed in accordance with procedures established by the State Commissioner of Motor Vehicles and the Vehicle and Traffic Law.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the State Vehicle and Traffic Law, related Laws, and procedures applicable to the operation of a county Motor Vehicle Bureau; thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; ability to handle routine administrative details independently; ability to plan and supervise the work of others; tact and courtesy; initiative and resourcefulness in the solution of complex clerical problems; good address; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and five years of clerical experience, two years of which shall have been in a responsible supervisory capacity; 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: Jennifer M DeMetro, County Clerk
Herkimer County Clerk's Office
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Herkimer, NY 13350
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Please Post for 10 Working Days (11/2/2026 through 11/17/2026)