



NIAGARA COUNTY JOB POSTING

DATE POSTED: 9/9/26 DEADLINE: 9/22/26

POSITION TITLE/ #: Motor Vehicle Representative (HELP Program) #4442

POSITION CLASS: Non-competitive

PAY RATE: \$24.67 - \$27.96 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: County Clerk

WORK LOCATION: DMV Locations

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Todd O'Brian

ADDRESS: 175 Hawley Street, Lockport, NY 14095

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Permanent

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Incumbents in this position are responsible for examining and processing a wide variety of transactions related to the licensure of operators of motor vehicles and the registration of such vehicles. Responsibilities include the review of licensure and registration applications and supporting documents; the processing of license and registration documents either manually or through the use of a computer terminal; and the computation and collection of associated fees. The work involves extensive interaction with the public and is performed in accordance with State regulations and department policies. Work is performed under the direct supervision of a higher-level titled employee. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

- 1. An Associate's Degree in accounting, business administration or closely related business field and one (1) year of full-time paid customer service experience working with the public which involved working with currency; OR**
- 2. Two (2) years of full-time paid office clerical experience and one (1) year of full-time paid customer service experience working with the public which involved working with currency.**

NOTE:

- 1. Office Clerical experience is experience that involved filing, typing, using a computer keyboard and mouse, telephone, letter writing, account-keeping, photo-copying, mail, alphabetizing, assembling of records, coding, etc. Part-time experience will not be pro-rated;**
- 2. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.**

SPECIAL REQUIREMENTS FOR APPOINTMENT:

- 1. Candidates must be United States citizens.**
- 2. Candidates conditionally offered an appointment will be subject to a Department of Criminal Justice Services (DCJS) "full search and retain" and Federal Bureau of Investigation (FBI) fingerprint screening. The fingerprint screening must be returned as negative for 49 CFR 1572.103, Disqualifying Criminal Offenses, in order to be appointed. Candidates will be disqualified from appointment if the fingerprint screening is returned as positive.**
- 3. Candidates must become certified to be a CDL test examiner within one (1) year of permanent appointment. Employees must maintain active certification as a condition of continued employment.**

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:
<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer
Form Revised 4/4/2023