

## **Assistant Deputy County Clerk (DMV)**

Job Code	2021
Location	Tioga County Clerk's Office
Classification	Pending Jurisdictional Classification
Salary	M/C
Adopted	01/01/2025; Tioga County Personnel

**\*PUBLIC OFFICER; no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing administrative and supervisory duties related to the provision of required services and activities of the Motor Vehicle Bureau under the Tioga County Clerk's office. The primary responsibility is the supervision of activities to ensure a smooth workflow within the county's Motor Vehicle Bureau. The work is performed under the general supervision of the County Clerk, Deputy County Clerk and in accordance with State vehicle and traffic laws. In the absence of the County and Deputy County Clerk, the incumbent will perform duties of the County Clerk only pertaining to the DMV. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.*

- Plans, assigns, oversees, and supervises the day-to-day operations of the Motor Vehicle Bureau work and supervision of the Motor Vehicle Bureau employees;
- Performs required monthly NYS DMV audits to identify any training and educational needs for staff;
- Reviews financial records, prepares bank deposits, and monthly reports relevant to the activities of the office;
- Identifies and assists in the recommendation and implementation of new programs, procedures, and methods sent by NYS DMV;
- Assists the County Clerk in the formulation and implementation of departmental policies and procedures;
- Maintains personnel and payroll records;
- Keeps informed of new laws and impending changes in laws as they relate to the DMV office procedures and implements changes when needed;
- Assists the County Clerk in preparing budget request's pertaining to DMV operations;
- Assists the County Clerk in interviewing prospective employees

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the all New York State laws, procedures and equipment involved in the activities of the Motor Vehicle Bureau; thorough knowledge of business arithmetic and English; good knowledge of computer applications; ability to understand and clearly explain laws and procedures and solve unusual or complex problems; ability to prepare and maintain accurate account-keeping records; ability to plan, lay out and supervise the work of staff; ability to follow complex directions and to prepare reports; ability to secure the cooperation of others; good judgment; integrity; confidentiality; good physical condition.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and EITHER:

- a. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of full-time (or its part-time equivalent) clerical experience which shall have involved motor vehicle work AND in a responsible administrative, managerial or supervisory capacity involving employee evaluations and counseling, planning, directing and coordinating the activities of subordinate staff; **OR**
- b. Five (5) years of full-time experience (or its part-time equivalent) clerical experience which shall have involved motor vehicle work AND in a responsible administrative, managerial or supervisory capacity involving employee evaluations and counseling, planning, directing and coordinating the activities of subordinate staff; **OR**
- c. Eight (8) years of full-time experience (or its part-time equivalent) clerical experience in which six (6) years shall have involved motor vehicle work AND in a responsible administrative, managerial or supervisory capacity involving employee evaluations and counseling, planning, directing and coordinating the activities of subordinate staff

**Special Requirement:** NYS Notary Public License must be obtained within the first six (6) months and valid throughout employment.

Special Note: Effective June 3, 2008: The New York State Department of Motor Vehicles announced the amendment to the Regulations of the Commissioner of Motor Vehicles, Section 3.3. The amendment will require prospective employees of the Department of Motor Vehicles who will be involved in the issuance of an enhanced drivers license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law) to comply with the following criteria: 1) must be a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

Pursuant to County Law §526 , assistant deputy county clerks are designated as an "appointive officer" and therefore falls under Public Officers Law §3.