

The **Office of the Sullivan County Clerk** is seeking to fill the following position:

Deputy County Clerk I

(DEPARTMENT OF MOTOR VEHICLES)

Under the general direction of County Clerk, this Deputy position is responsible for overseeing the full operation of the Department of Motor Vehicle office, including supervising staff, ensuring compliance with State regulations, and maintaining efficient daily workflow. The Deputy is primarily responsible for effectively managing workloads, resources, and budgeting available dollars and hours to ensure that the office is fully staffed and functional. The Deputy is directly responsible for correctly and fairly administering all Department programs, implementing new technology, and providing employee development. The Deputy is responsible and accountable for daily operational activities. The DMV provides quality licensing and motor vehicle-related services in Sullivan County. NYS DMV experience helpful but not required.

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a high school equivalency diploma and three (3) years of supervisory or management experience.

NOTE: Experience within a DMV, government office, or similar regulated environment preferred

SPECIAL REQUIREMENT: Valid NYS Driver's License required.

Salary: \$67,368.00 - \$83,324.00

TO APPLY FOR THIS POSITION visit: <https://sullivan.portal.mycivilservice.com>

Applications will be accepted until the position is filled.

EEO/AA Employer

M/F/D/V