

DEPARTMENT OF MOTOR VEHICLE ADMINISTRATOR 24-G

DISTINGUISHING FEATURES OF THE CLASS: This position is an important administrative position involving supervision and oversight of the County Motor Vehicle Department. Departmental responsibility includes approval and processing of motor vehicle licensing, registration, and enforcement activities conducted through the County Motor Vehicle Department. The incumbent will supervise all Department of Motor Vehicle staff who perform a variety of different motor vehicle functions. Work is performed under general direction in accordance with prescribed policies and procedures.

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 of the following, as well as other related activities not described.*

Coordinates all activities in the Motor Vehicle Department;

Trains, directs, and supervises County Clerk Workers' assigned to the Department;

Provides direction and guidance to County Clerk Workers;

Determines type or cause of malfunction or rejection response from electronic data processing equipment, and takes appropriate action;

May requests additional data from applicants if central computer rejects a transaction;

Oversees the collection, recording, and depositing of monies;

Conducts correspondence and prepares periodic reports;

Provides information to the public on all phases of Motor Vehicle statutory, regulatory or procedural requirements;

Provides information and assistance orally and in writing to insurance companies, law enforcement officials, attorneys, and the general public;

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of procedures relating to the issuance of drivers licenses and vehicle registrations; Thorough knowledge of the rules and regulations of the Commissioner of Motor Vehicles and pertinent sections of the Vehicle and Traffic Law; ability to provide direction, leadership and supervision of employees performing similar job duties; ability to deal effectively with the public; ability to make change accurately and rapidly; ability to type accurately at a rate of 25 words per minute; initiative and integrity; ability to make arithmetic computations rapidly and accurately; mental alertness; neat appearance; and accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public administration, business administration or a related field and four (4) years of clerical experience in a position involving motor vehicle transaction, two of which shall have involved supervisory responsibilities; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in public administration, business administration or a related field and six (6) years of clerical experience in a position involving motor vehicle transaction, two of which shall have involved supervisory responsibilities; or

- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of clerical experience in a position involving motor vehicle transactions, two of which shall have involved supervisory responsibilities; or
- (D) An equivalent combination of experience and training as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree or credits 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. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\DEPARTMENT OF MOTOR VEHICLE ADMINISTRATOR.DOC
Last Reviewed: 09/16/04
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/30/2023
Revised and Replaced in Classplan: 1/15/2025 (Edu)