

DEPUTY COUNTY CLERK I (DEPARTMENT OF MOTOR VEHICLES)

DISTINGUISHING FEATURES OF THE CLASS: 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.

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.*

Oversees daily Department of Motor Vehicle office operations and ensure a smooth, efficient workflow;

Supervises and supports all DMV staff, including scheduling, training, and performance monitoring;

Ensures compliance with all State laws, procedures, and reporting requirements;

Coordinates with the DMV Administrator on office needs, policy updates, and operational improvements;

Handles escalated customer issues and provides strong leadership in a fast-paced environment;

Maintains accurate records, reports, and documentation;

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Performs DMV transactions and assists the public as needed; and

Ensures proper handling of confidential and sensitive information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Must have strong leadership, communication, and organizational skills; must have the ability to learn and interpret State laws, rules, and procedures; must have high attention to detail, accuracy, and professionalism; must be proficient with office technology and data processing systems.

MINIMUM QUALIFICATION: Graduation from high school or possession of a high school equivalency diploma, and three (3) years of prior supervisory or management experience required.

NOTE: Experience within a Department of Motor Vehicle office, government office, or similar regulated environment is preferred.

SPECIAL REQUIREMENT: *Candidate must possess a valid New York State driver's license at the time of appointment.*

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Originated: 12/22/2025

Jurisdictional Class: Non-Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 1/5/2026