

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION
FOR
NO. 69-111 MOTOR VEHICLE CLERK (AMENDED)**

VACANCIES: This list will be used to fill future vacancies as they occur within the Jefferson County Clerk's Office

SALARY: \$15.83/hr. (2019 Rate)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: August 30, 2019

EXAMINATION DATE: October 19, 2019

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

(A) Graduation from high school or possession of a high school equivalency diploma and completion of 60 semester credit hours in a regionally accredited or New York State registered college, university;

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION; OR

(B) Graduation from high school or possession of a high school equivalency diploma and two years of clerical or customer service experience; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Finger printing may be required for any applicant who is appointed as a Motor Vehicle Clerk, this fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Reviews and processes applications for all types of licenses and registrations;
Checks supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc.;
Operates computer terminal in the processing of licenses and registrations and determines type or cause of malfunction or rejection response and takes appropriate action;
Computes, receives and accounts for licenses and registration fees;
Acts as Cashier and transmits information using a computer terminal;
Conducts vision, road sign and written tests;
Receives, counts, and stores license plates, tabs, forms, and other supplies;
Participates in the compilation of receipts, expenditures and reports for submission to the State Motor Vehicle Department;
Advises and assists applicants in the proper completion of forms and answers routine requests for information;
Takes photographs for drivers' license and non-driver I.D. cards;
May be required to type minor records and reports for which skilled typing is not necessary;
Performs clerical duties as necessary.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Cashiering Principles and Practices

These questions are designed to test for an understanding of such things as proper cashiering practices; terminology; and cashiering issues pertaining to currency, checks and other negotiable instruments.

Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Customer service

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

SUBJECT OF EXAMINATION - PERFORMANCE TEST:

The test will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using pre-established databases. The databases are generic in nature and do not require pre-existing knowledge. Prior to the test, you will be provided with sufficient information regarding the databases to prepare you for the exam.

The test will consist of three parts. In Part One, you will be required to add, delete, and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. The performance test is a pass/fail test based on performing a minimum number of correct entries within a given time period.

Candidates will only be scheduled for the performance test if they have passed the written test. You must pass both the written and performance tests to be eligible for appointment. Your rank on the eligible list will be based on your score on the written test. **Candidates will be notified of the date and location at a later time.**

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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