



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

MOTOR VEHICLE REPRESENTATIVE (Part Time)

County Clerk / Department of Motor Vehicles

303 Court Street

Little Valley, NY 14755

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Motor Vehicle Representative	1	Grade 17a: \$21.02 per hour
Must be able to work at all 3 DMV locations (Little Valley, Olean & Delevan)		Part-time Bargaining Unit

The work involves reviewing and processing transactions related to the licensing of drivers and the registration of vehicles. An incumbent reviews required applications and supporting documentation for accuracy and completeness of information and processes and produces approved license and registration forms through use of a computer terminal connected to the New York State Department of Motor Vehicle's Central Computer. Duties are performed under the supervision of the office supervisor. A Motor Vehicle Representative does related work as required.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and one year of clerical, cashiering, or public contact experience.

NOTE: Public contact is defined as customer service representatives, receptionists, sales people, people providing personal services, interviewers, counselors, and similar jobs which involve periodic confrontation with a client, customer, member of the public, etc.

SPECIAL REQUIREMENT FOR APPOINTMENT IN DEPARTMENT OF MOTOR VEHICLES: 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 driver's license or non-driver identification card (pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law), or who will be involved in the issuance of CDL driver's license and CDL exam testing (pursuant to Title 49 section 384.228) 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.

***This title has been approved without the need to take an exam through the Hiring Emergency Limited Placement Program (HELP) of the NYS Department of Civil Service. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.**

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on July 9, 2026 to:

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

Cattaraugus County - an Equal Opportunity Employer

Issued: July 1, 2026