



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAM ANNOUNCEMENT
MOTOR VEHICLE CASHIER #60003400
[OPEN COMPETITIVE]

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR MOTOR VEHICLE CASHIER (EXAM #60003400)			
Type of Appointment: Position Status: Classification:	Permanent Full Time Competitive	Rate of Pay:	\$21.54/hour (2024 Starting Rate)
Location: Department:	Yates County County Clerk – DMV	Contract:	CSEA Group VI
Vacancies:	The resulting eligible list will be used to fill current/future vacancies which may occur.	Exam Date:	October 26, 2024
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	August 16, 2024	Application Deadline:	September 25, 2024
SCOPE OF EXAMINATION			
<p><u>Cashiering Principles and Practices:</u> 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.</p> <p><u>Name and number checking:</u> 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.</p> <p><u>Customer service:</u> 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.</p> <p><u>Understanding and interpreting written material:</u> 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.</p> <p><u>Calculator:</u> Recommended</p> <p><u>Test Guide:</u> A Test Guide is available at the New York State website: https://www.cs.ny.gov/testing/testguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.</p>			
MOTOR VEHICLE CASHIER – JOB DESCRIPTION			
<p><u>DISTINGUISHING FEATURES OF THE CLASS:</u> This position involves responsibility for determining eligibility for drivers' licenses and vehicle registrations through a review of the application and a variety of supporting documents. The cashier verifies documents for accuracy and completeness of information, proof of age, conviction record and other pertinent information. The cashier processes documents via a State DMV computer system and a Document Scanning Workstation (DSW). The work is performed</p>			

under general supervision for standard assignments in accordance with defined procedures. Detailed instructions are provided for new or unusual assignments. Performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Review and process applications for all types of motor vehicle licenses including EDL (Enhanced Driver's License), learner's permits and Non-driver IDs;
- Check supporting documents pertaining to the registration of motor vehicles for authenticity—such as proof of ownership, insurance coverage, vehicle inspection, etc. and compliance with NYS Vehicle and Traffic Laws;
- Determine the correct classification of vehicles for appropriate plate/sticker issuance;
- Compute and collect NYS Sales Tax on casual motor vehicle sales;
- Enter data into a computer and check resulting document for accuracy;
- Search computer records when necessary to answer customers' questions;
- Receive and account for fees collected for all transactions, including Driver Responsibility Assessment fees, civil penalties and other fines;
- Conduct vision, road sign and written tests;
- Receive, count and store license plates, stickers, secure documents, forms and other supplies; and maintain the accurate sequence of documents and stickers issued at personal workstation;
- Reconcile and audit daily cash receipts by comparing amounts to daily computer reports (cashier assumes personal liability for any shortages of monies due to inaccurate collection);
- Assist applicants in the proper completion of forms and provide routine information; and
- Schedule road tests using NYS DMV computer program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Basic knowledge of modern methods of accounting, auditing and reconciliation procedures;

Good knowledge of basic arithmetic, and ability to handle cash and provide accurate change;

Good knowledge of basic clerical skills and ability to operate a scanner, photocopier and other general office equipment;

Ability to interpret pertinent sections of the Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;

Ability to operate a computer, and utilize common office software programs including word processing, spreadsheet and databases;

Ability to organize and maintain accurate records and files;

Ability to perform close, detailed work involving considerable visual effort and concentration;

Ability to review information and verify that it is accurate and complete;

Ability to communicate effectively both orally and in writing, and to understand and follow oral and written directions;

Ability to interact with customers, co-workers, and the general public in a professional and courteous manner at all times;

Ability to understand and comply with privacy laws and all practices related to the safekeeping of County and customer information; and

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or a high school equivalency diploma (GED); **AND** (2) two years of full-time clerical or administrative experience which shall have involved the use of a computer; **AND** which shall have involved an equivalent combination of experience as defined in (a), (b) and (c):

- a) Handling of money (i.e. cashier or bank teller); or
- b) Maintenance of financial records or accounts; or
- c) Completion of postsecondary coursework in finance, accounting, business administration or closely related studies.

SPECIAL REQUIREMENTS:

No employee or agent of the Department of Motor Vehicles shall 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, unless such employee or agent:

1. Is 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.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**