

PLEASE POST CONSPICUOUSLY

DELAWARE COUNTY PERSONNEL OFFICE ANNOUNCES
PROMOTIONAL EXAMINATION FOR
ASSISTANT MOTOR VEHICLE BUREAU SUPERVISOR
EXAM #70517

DATE ISSUED

February 15, 2024

DATE OF EXAMINATION

May 4, 2024

LAST FILING DATE

March 28, 2024

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED

EXAMINATION FEE: A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee **MUST** accompany your application and be in our office by 4:30pm on the last filing date or you will not be approved to take the examination. Send or deliver your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. ******PERSONAL CHECKS WILL NOT BE ACCEPTED. ****** No refund of fees will be allowed whether or not you meet the minimum qualifications. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

EXAMINATION FEE WAIVER: A waiver of the examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income 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. **All claims for examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.delcony.us. Click on "departments," and then "personnel."** Waivers will not be considered if filed after the last filing date.

LOCATION OF POSITION: Delaware County Clerk's Office, Delhi, New York

SALARY: \$43,435 - \$45,425

DUTIES: The work involves responsibility for assisting the Motor Vehicle Bureau Supervisor in supervising the activities of the Motor Vehicle Bureau. May assume responsibility for the Motor Vehicle Bureau in the absence of the Motor Vehicle Bureau Supervisor. The work is performed under the general supervision of the Motor Vehicle Bureau Supervisor with leeway allowed for the exercise of independent judgment in performing tasks under established guidelines and in accordance with rules and procedures established by the New York State Department of Motor Vehicles. Direct supervision is exercised over the work of subordinate clerical employees. Does related work as required.

REQUIREMENTS TO TAKE THIS EXAMINATION: Candidates for this examination must have 36 months of permanent full-time status immediately preceding the date of the written test as a Motor Vehicle License Clerk within the Delaware County Clerk's Office; AND

1. Graduation from high school or possession of a high school equivalency diploma; and (2) two years of clerical experience, one year of which must have involved the issuance of licenses, permits or similar work.

NOTE: Education in business management or similar field, above the high school level, may be substituted for the experience requirements on a year-for-year basis

Special Note: 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) 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.

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.

NOTE: Unless otherwise specified, all required experience must be full-time paid or its part-time paid equivalent. **You are responsible for submitting an accurate, adequate, and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time, he/she submits an application, but is serving in a qualifying position or will complete all required course work by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

NOTE: Rating of seniority is based on the length of continuous permanent classified service in the jurisdiction, with points added to an Eligible's passing score for each appropriate five year period or fraction thereof in accordance with the following schedule: Less than 1 year..0 points; 1 year up to 6 years..1 point; Over 6 years up to 11 years..2 points; Over 11 years up to 16 years..3 points; Etc.

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 online at:

<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates who wish a copy of the Guide should call or write to the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 (607-832-5678) or access our web site at www.delcony.us. Click on "departments," and then "personnel."

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Preparing written material: These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

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.

Office management: These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of an office and directing those performing office activities so as to achieve predetermined objectives such as accomplishing office work within reasonable limits of time, effort and cost expenditure. Typical activities may include but will not be restricted to: simplifying and improving procedures, increasing office efficiency, improving the office work environment and controlling office supplies.

Supervision: These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Working with office records: These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

NOTICE TO CANDIDATES: USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM. You are permitted to use quiet, hand-held, solar/battery powered calculators. Calculators with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices **are prohibited**. You may not bring books or other reference materials other than what has been mentioned above.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications for the examination can be obtained from the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 or online at www.delcony.us. Click on "departments," and then "personnel." **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

CROSS-FILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, **YOU** must make arrangements to take all the examinations at one test site. **If you are taking a state exam, you must sit at a State site.** If you have applied for an examination, in another County, City or State, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City or State and make arrangements to take both exams at either our test site or theirs. **You must make these arrangements with our office no later than the last filing date indicated on this announcement. You must advise our office in writing, by the last filing date contained in this announcement where you intend to take this exam.** Please note that State exams cannot be given at our test site.

APPLICATION DEADLINE POLICY: All completed applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department by 4:30pm on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if received on or before the last file date. Applications that are received after the Application Deadline and are not received in the Personnel Department by the last file date will not be accepted.

REASONABLE ACCOMMODATIONS, SPECIAL ARRANGEMENTS, ALTERNATE TEST DATES, MILITARY PERSONNEL: If you require reasonable accommodations as a disabled person, or special testing arrangements as one in need of religious accommodation or are an alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date, clearly indicate this fact on the application. All such requests must be supported by appropriate documentation. If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you **MUST** call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

*****Religious Accommodation***** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

*****Handicapped Persons:***** If special arrangements for testing are required, please indicate this on your application.

*****Active-Duty Military Personnel:***** Pursuant to Section 243b of the Military Law, applicants who are unable to take this exam on the regular exam date because of active military duty may be eligible to take a special military makeup examination. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.

*****Veterans or Disabled Veterans:***** Who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score. Effective January 1, 1998, the State Constitution was amended to permit a candidate **currently in the armed forces** to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It's the responsibility of the candidate to provide appropriate proof, as defined in Section 85 of the Civil Service Law, that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

*****Children of Firefighters and Police Officers Killed in the Line of Duty***** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**DELAWARE COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER**

**DELAWARE COUNTY PERSONNEL OFFICE
CARRARA KNOETGEN, PERSONNEL OFFICER**