

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
MARIE A TROMBLEY, DEPUTY COUNTY CLERK

COUNTY CLERK/DMV COMMITTEE
MAY 2, 2012 ~ 11 A.M.
AGENDA

- 1.) Notice to Fill: Sr. Motor Vehicle Examiner – Gr. 8 Base \$ 30,230 due to retirement (4/4/2012).
Position is filled from within (MV Clerk with at least 2 years experience); Appointment necessitates backfilling of Motor Vehicle Clerk Grade 6 (\$ 27,496). Both positions Civil Service. Civil Service Eligible List available for MV Clerk Grade 6.
Sr. Motor Vehicle Examiner involves significant responsibilities including Audits (cash, station, batch, random); Accounting Backup along with performing all DMV transactions.
 - DMV has 9-hour business day; requires Senior position in attendance.
 - DMV staff (MV Clerks and Seniors) perform over 60,000 transaction per year
 - Transactions processed account for over \$ 500,000 in annual revenue to Warren County.
 - Staffing necessary to meet minimum standards for customer service and staff balance due to vacations, personal, sick, FMLA leave).
 - Net savings to county when filling these position in 2012: approx. \$ 6500. (A1410110).
- 2.) Old Business – Reallocation for Sr. Legal Recording Clerk – Gr 10 to Gr 12. Approved by committee 3/28/2012; tabled by Personnel pending approval by Civil Service. Status: Paul Dusek.
- 3.) Conference Approval: NYS Association of County Clerks – Summer Conference, Pearl River Hilton, Rockland County. June 4-6 (2 nights). \$ 140 per nite. Budget Code A1410444.
- 4.) Semi-Annual Mortgage Tax: Approved by NYS; Awaiting letter from NYS Mortgage Tax to forward to Clerk of the Board. Will be presented at May Board Meeting.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The County Clerk/DMV hereby authorizes Pamela Vogel

(Supervisory Committee) (Employee Name)

to attend NYS Assoc. of County Clerks: Summer Conference

(Name of meeting or organization)

at Rockland County - Pearl River

(Address)

on 6/4-6/6, 2012. Mode of transportation to be used county vehicle

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ 140 with meals per day GSA * Rate \$ 166
room & bd

Meal costs - GSA *per diem rate \$ Included with room rate.

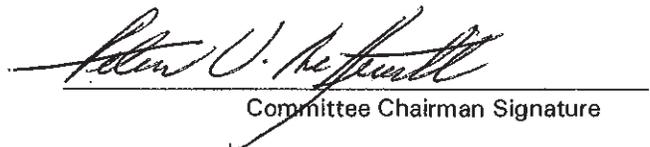
*www.gsa.gov

Date: 5/2/2012



Department Head Signature

Date: 5/2/2012



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

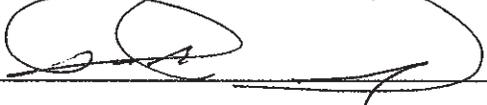
Department County Clerk/DMV Payroll Dept. No. 15
Title of Position Sr. Motor Vehicle Examiner Annual Salary \$30,230 (Current:\$ 34,857) Grade 8
Budget code and title A1410110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11067 replacing 10372
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other MV fees cover salaries as per V&T205 %

Impact to Budget: Budgeted item at less than retiring employees. Also Request permission to backfill MV License Reg. Clerk once this appt to Sr is made. (Required to come from office/Gr. 6 position. New Gr 6: \$ 27,496.)

Personnel Officer has approved this form when initialed. *hr*

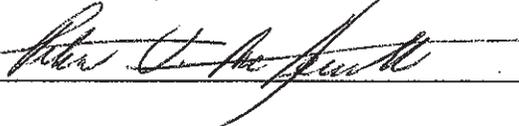
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee County Clerk Date 4/27/12
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date May 2, 2012
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____