

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

**County Clerk – DMV Committee  
October 7, 2014 – 9:30 a.m. – Agenda**

**1.) DMV Notice to Fill:**

**MV License/Registration Clerk # 1 – Gr. 6 , Base \$ 28,046**

**Based on organizational structure, required duties and assignments, office volume (60,000+ transaction per year, \$ 450,000+ revenue to Warren County per year), extensive leave and the need to ensure adequate staffing to service the public, respectfully request approval to fill – MV License/Registration Clerk # 1 position in the DMV.**

**Note: Civil Service Eligible List in effect.**

**Note: NYS Vehicle & Traffic Law – Section 205 sets forth County Clerk as agent for NYS DMV; office administration.**

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

*Draft*

**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 Payroll Dept. No.: 15

Title of Position: Motor Vehicle License/ Reg Clerk Annual Base Salary: 28,607<sup>046</sup> Grade: 6

Budget code and title: A 1410 110 Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other

Employee No: 8227 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other % DMV collects 12.7% per transaction and generates approx. \$ 400,000+ per yr, which is deposited monthly into Revenue Account A 1255 (Clerk Fees). Note: Section 205 Veh & Traffic Law: Clerk as agent to Commissioner- operation of DMV office; 205(4) staffing.

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.**

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

**BUDGET OFFICER COMPLETES THIS SECTION**

Date \_\_\_\_\_

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.