

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE S. LINEHAN, DEPUTY

Warren County Support Services Committee: Co. Clerk/DMV
Feb. 24, 2020 – 9 a.m.

- I. Committee Meeting Call to Order
- II. Motion to approve minutes of prior committee meeting.
- III. Action Agenda/New Business:
 - A. **Notice to Fill** - Motor Vehicle License Reg. Clerk (Grade 8) Base \$ 34,988 (based on current contract).
Vacancy created as a result of resignation to return to private sector (2/21/2020). (Sent to Civil Service, Human Resources, Co. Administrator, Budget Officer; being presented to Chairman Brad Magowan and Support Committee).

Duties: In this capacity, employee will be trained by Senior DMV staff to process all Full-Service Transactions – license, registration, CDL, EDL, Real ID, Enforcement, permit testing, Welcome Window, surrenders et al; cashiering in accordance with NYS DMV and NYS Sales Tax rules and regulations. Average training time due to complexity of DMV transactions: 1 - 2 years. Pursuant to Federal and NYS laws and regulations, all MV License Registration Clerks are required to undergo fingerprint based criminal background checks.

Civil Service Appointment, permanent; will be interviewed and hired from MV License Reg. Clerk Certification of Eligibles (list is available Feb. 2020 following canvas by Civil Service Director.) Entry level position.).

Appropriation Code A.1410 110 as per County Clerk 2020 budget. Slight reduction in salary with new appointment.

Revenue Generation: Transactions processed by DMV employees generate significant income to Warren Co. general fund: average 12.7% per transaction; average \$ 500,000 per yr; **2019: \$ 633,944.79**. Warren County's DMV mission is to provide knowledgeable, timely, and courteous service to all customers.

No Further Business. Thank you.

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: Warren Co. Clerk Payroll Dept. No: 15
Title of Position: Motor Vehicle License Reg. Clerk #7 Base Salary of Position: \$34,988 Grade: 8
Filling at Step # (If Known): Entry
Budget code and title: A.1410 110 Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: # 13021-Sherman Date of Vacancy: 2/20/2020
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other [] DMV revenue in excess of \$ 500000 each yr.

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] 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. [checked] 2/1/20
Human Resources Director has approved this form when initialed. [checked] 2/7/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/7/20

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 [Signature] Date 2/10/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services
[checked] 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.
Ranking Committee Member Signature [Signature] Date 2/24/20