

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

MOTOR VEHICLE REPRESENTATIVE (HELPS PROGRAM)

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/>)

2025 Hire Rate: \$42,869/yr; (\$21.90/hr, 37.5 hrs/wk)

Madison County seeks four (4) full-time Motor Vehicle Representatives. This position involves responsibility for providing information and direction to the public on Department of Motor Vehicle (DMV) services and determining eligibility for drivers' licenses and vehicle registrations through a review of the applications. The duties also involve the computation and collection of fees for licensing or registrations. Operation of a personal computer is a responsibility of the class. The work is performed under general supervision with supervising employees deciding questions of an unusual nature but still allowing for some leeway in the exercise of independent judgment. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid clerical experience, or its part-time equivalent.

NOTE: Study in a college, university or business school accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education may be substituted for the experience on a year for year basis.

SPECIAL REQUIREMENTS: Prior to appointment, the Department of Motor Vehicles will perform both citizenship verifications and criminal history checks for DMV employees per compliance with Section 7209 of the Intelligence Reform and Terrorism Prevention Act of Two Thousand Four, Public Law 108-458, and procedures promulgated thereto by the Department of Homeland Security for issuance of Enhanced Drivers Licenses (EDLs) or identification card.

EOE