

DESCRIPTION: Under immediate supervision, provides data entry, document processing, and other office/clerical support services to help other workers and customers in processing a variety of transportation related requests involving permits, registrations, or other operating authorizations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first full performance classification level of the Motor Carrier Clerk class series. Positions at this level perform routine, repetitive work entering/filing data and documents into databases, and processing applications and other forms for accuracy and completeness. Work performed is reviewed in progress and at completion by the supervisor; and work procedures and directives are well-established and offer few alternatives to select from and apply.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Enters data from applications and supplemental forms into computer databases to generate billings, various operating authorizations, and reports relative to transactions involving agency programs such as International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), and/or Over-dimensional reviews; enters data related into computer databases to generate operating authorizations; enters control information into computer databases to validate returns, payments, and correspondence; enters mileage and fuel data from reporting returns and other forms into computer databases for use in generating calculations, reports, and statistical data summaries.

Checks and confirms information on forms and data in databases, and applications and other documents to ensure accuracy and completeness of information; calculates and verifies fees/fines for registrations, licenses, or permits issued, or other assessments rendered.

Answers questions from customers and the public about office locations and hours, standard agency processes and forms, and fees amounts to facilitate application, registration, or other agency services.

Provides office support such as preparing mail and packages for shipment; maintaining electronic and manual records, spreadsheets, and other files/databases; completing administrative forms or records; preparing supply and material requisitions.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: clerical support policies and procedures for processing IRP applications and IFTA returns; data entry screen formats used; data entry techniques and procedures.

Skill in: typing at a rate of 40 words a minute (net); data entry at a rate of 5,000 keystrokes per hour.

S01811 – MOTOR CARRIER CLERK I (continued)

Ability to: communicate orally and in writing with agency supervisors and co-workers, other government officials, and the public to exchange information; understand and apply oral and written instructions; identify similarities and differences between two or more sets of data; total figures involving the use of addition and subtraction; operate personal computer and related software, and standard office machines; operate assigned data entry machines using data entry key boards; identify possible errors or inconsistencies contained in program forms and other documents.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework, training, or experience in operating data entry and other office/clerical equipment or maintaining computerized and manual business records.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).