

# Missouri Department of Transportation Job Description

**Job Title:** Senior Motor Carrier Technician

**Title Code:** R01041

**Salary Grade:** 4

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office - Motor Carrier Services

**Effective Date:** 10-01-2022

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The senior motor carrier technician provides advanced administrative and paraprofessional support in motor carrier services functions such as registration, regulatory activities, and compliance and audit programs, including resolving standard issues and minor non-standard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- High School Diploma or GED/HiSET
- Two years of experience in motor carrier related positions or related internal and/or external experience.

## **Special Working Conditions/Job Characteristics**

## **Examples of Work**

1. Verifies audits; assembles billing notices and verifies related documentation is included before mailing to customers.
2. Processes disbursement transmittals to other jurisdictions; reconciles transmittal summary report and transmission of batches report to appropriate ledger.
3. Organizes and manipulates data using complex spread sheeting or database applications for the purpose of maintaining motor carrier services information or converting information from one form or format to another.
4. Maintains and updates various reports and generates reports for management and statistical use.

5. Supports investigators including working with carriers to request off-site review documents; performs initial review of documentation.
6. Researches and gathers information utilizing a variety of methods and resources, including organizing and manipulating data using complex spreadsheets and databases.
7. Prepares and provides support in verifying and processing billing for motor carrier personnel; researches and provides purchase requests for motor carrier personnel; maintains inventory of equipment.
8. Answers questions and attends meetings regarding the Comprehensive Safety Analysis (CSA) 2010 federal program; monitors compliance; develops or modifies processes or procedures; identifies training needs and provides training to department personnel, as needed.
9. Researches and gathers information utilizing a variety of methods and resources; organizes and manipulates data using complex spreadsheets and databases.
10. Tracks and monitors intervention information from state and federal time and labor tracking databases; organizes results into usable forms.
11. Serves as a primary contact with motor carriers regarding the CSA 2010 programs as well as federal audit programs for new entrants into the motor carrier industry; monitors program compliance by reviewing reports, forms, applications and other documents.
12. Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**