

Missouri Department of Transportation

Code: R01009

Title: Senior Motor Carrier Services Assistant

Exemption Status: Non-Exempt

Grade: 5

Job Description

Effective Date	01-01-2014
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Replaces (Effective Date)	08-01-2004
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General Summary	The senior motor carrier services assistant provides customer support in the areas of processing, reconciling and posting daily deposits, interest, pooled investments, and service charges to ledgers; producing billing invoices; tracking, logging, and issuing licenses and decals; and electronically scanning documents for processing and historical archiving. Responsibilities are performed under moderate supervision.
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Minimum/Required Qualifications	High School Diploma or GED/HiSET Two years of experience in general clerical positions including financial and/or data entry responsibilities.
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Supervisory Responsibilities	None
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Location	Central Office - Motor Carrier Services
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Special Working Conditions/Job Characteristics	
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Examples of Work

- (1) Reconciles and processes the daily deposits for motor carrier services accounts; posts deposits, interest, pooled investments, and service charges to ledgers; maintains documentation files per established procedures.
- (2) Reviews and audits monthly International Fuel Tax Agreement (IFTA) transmittals from jurisdictions; reconciles spreadsheets to ensure accurate funds are transmitted to and from state accounts; assembles and verifies carrier refund notices and checks produced by the mainframe; sorts IFTA audits to mail with monthly transmittals; prepares notification of fees or refund due to accompany state payments.
- (3) Prepares carrier account folders for records center and mail carrier billing invoices; copies and distributes audits received to appropriate staff; generates, processes, and distributes reports to applicable staff.
- (4) Assists customers with business needs, collection of payments, and alternative payment types; maintains daily accountability for cash register amounts and ensures proper safeguards/procedures are followed; produces billing invoices and computes return tax assessments.
- (5) Issues state payments to jurisdictions for single state registration; reconciles spreadsheets to ensure accuracy of payments.

- (6) Provides monthly IFTA Bond reconciliation by using the ledger, mainframe, and reports as well as reviewing prior months' reports; provides back-up to verification of IFTA tax returns and audits; processes additional billings within established time frames.
- (7) Enters data for credential issuance and fuel tax reporting; issues licenses and decals and tracks shipments as needed; evaluates customer tax returns to ensure proper processing; corresponds with customers to obtain clarification of missing or inaccurate information.
- (8) Maintains inventory of carrier license plates and various forms/supplies required for credential issuance; maintains records of credentials issued; submits requests for reconciling and maintaining various computergenerated reports.
- (9) Reviews and processes exceptions to carrier billings, registration, and fuel tax submittals.
- (10) Performs electronic scanning of documents for work-list processing and historical archiving following established procedures and guidelines.
- (11) 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.