

MOTOR CARRIER SAFETY ASSISTANT

UNCLASSIFIED

NATURE OF WORK IN THIS CLASS

This is staff administrative work involved in providing administrative assistance in the enforcement of the federal motor carrier safety regulations and highway hazardous materials safety rules and regulations.

Employees in this class perform office management and some secretarial duties including several additional job requirements necessitating the use of initiative and judgement, such as interpreting complex rules, regulations, and guidelines; being responsible for involved and complex office management responsibilities including the review and modification of office management systems and practices.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Develops and implements procedures for expediting the flow of clerical work by coordinating clerical activities, sets up and maintains technical, legal or other specialized and general files.

Provides information or channels complaints or inquiries to proper sources.

Provides information on the safety inspection program; screens and schedules commercial motor vehicles needing inspection certification.

Reviews and inputs commercial motor vehicles inspection reports on a daily basis.

Reviews reports, correspondence, and other materials prepared by the supervisor or others for correct grammar, punctuation, and correctness and makes or recommends changes.

Maintains appointment calendar for the supervisor; arranges conferences and meetings, and makes travel or other reservations.

Collects and organizes data.

MOTOR CARRIER SAFETY ASSISTANT (UNCLASSIFIED)

Maintains a variety of office records and reports; and assists in the preparation of budget and summaries.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of office management practices and general administrative functions.

Knowledge of standard secretarial practices and procedures.

Ability to make work decisions in accordance with established laws, rules and other program guidelines and to apply departmental or agency policies to work problems.

Ability to perform office management functions for a moderately complex to complex office, and to design or modify and implement appropriate office practices, procedures, and systems.

Ability to use initiative and judgement in handling office matters for the supervisor.

Ability to work effectively with employees and the general public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of administrative staff work, one of which must be in secretarial work and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

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ESTABLISHED: NOVEMBER 1997

PAY GRADE: I

HAY EVALUATION:

KNOW HOW:	DI1	132
PROBLEM SOLVING:	C3 (25%)	33
<u>ACCOUNTABILITY:</u>	<u>C1C</u>	<u>38</u>
TOTAL POINTS:		203



ELOY P. HARA
Executive Director
Civil Service Commission