

# Missouri Department of Transportation

Code: R01040

Title: Motor Carrier Technician

Exemption Status: Non-Exempt

Grade: 6

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## Job Description

**Effective Date** 01-01-2014

**Replaces (Effective Date)** 08-01-2008

**General Summary** The motor carrier technician provides routine administrative and paraprofessional support in motor carrier functions such as registration, regulatory activities, and compliance and audit programs, including resolving routine issues and questions with a moderate degree of independence. Complex questions and nonstandard issues are referred to the appropriate personnel. Responsibilities are performed under moderate supervision.

**Minimum/Required Qualifications** High School Diploma or GED/HiSET and two years of advanced (beyond entry-level) clerical experience.  
OR  
Associate Degree in Business or related field.

**Supervisory Responsibilities** None

**Location** Central Office - Motor Carrier Services

**Special Working Conditions/Job Characteristics**

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## Examples of Work

- (1) Verifies audits; assembles billing notices and verifies all related documentation is included before mailing to customers.
- (2) Maintains databases and spreadsheets related to motor carrier registration, regulatory activities, and compliance and audit programs.
- (3) Supports investigators including working with carriers to request off-site review documents; performs initial reviews of documentation.
- (4) Arranges out-of-state travel for Motor Carrier personnel; manages and maintains calendars, schedules meetings, arranges and coordinates state and federal travel requests; prepares files or materials for meetings.
- (5) Conducts initial carrier research, including determination of whether a carrier is currently in business.
- (6) Scans documents into federal and state motor carrier database systems; enters data into federal and state

time and labor tracking databases.

- (7) Monitors and tracks documents received from carriers as a result of offsite requests.
- (8) Coordinates with and conveys information to department field supervisors and investigators; analyzes data for use in reports and correspondence or to develop recommendations for professional staff.
- (9) Scans and indexes records, correspondence and other materials to reduce paper files; records meeting minutes; compiles and distributes minutes to appropriate personnel.
- (10) Answers incoming telephone calls and greets visitors; evaluates requests and routes visitors and inquiries to appropriate personnel.
- (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.**