

# Missouri Department of Transportation

Code: R01587

Title: Outdoor Advertising Technician

Exemption Status: Non-Exempt

Grade: 6

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## Job Description

Effective Date 01-01-2014

Replaces  
(Effective Date) 07-01-2013

**General Summary** The outdoor advertising technician provides routine administrative and paraprofessional support to outdoor advertising permit specialists in the regulation of billboards and junkyards, 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  
Two years of advanced (beyond entry-level) clerical experience.

**Supervisory Responsibilities** None

**Location** Central Office - Right of Way

**Special Working Conditions/Job Characteristics**

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## Examples of Work

- (1) Processes permits, fees, transfers, refunds, and permit renewals; prepares office documentation; maintains files and the billboard inventory database.
- (2) Provides customer service by dealing with outdoor advertising concerns, using knowledge of state regulations and statutes regarding outdoor advertising, junkyards, and vegetation issues to answer questions.
- (3) Researches and obtains information through sources such as courthouses, internet, post offices, city halls, and state records of property owners, zoning officials, sign owners, and businesses.
- (4) Prepares and organizes documentation for court cases and sunshine requests; attends hearings and public meetings as needed.
- (5) Operates electronic equipment such as digital camera and distance measuring device to obtain information related to log miles for transportation management system as well as for pictorial/document inventory.
- (6) 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.**