

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MOTOR CARRIER TECHNICIAN

Position Code: K6400

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs difficult technical work in the registration and licensing of truck and bus fleets under the (IRP) International Registration Plan which is a registration reciprocity compact among states of the United States and Provinces of Canada providing for payment of license fees on the basis of fleet miles operated in various jurisdictions.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Answers questions from the public regarding the completion of (IRP) International Registration Plan applications and in regards to completion of Federal Highway Use Tax Forms; assists applicants with registering vehicles for Interstate and Intrastate movements for IRP and Prorated Vehicles by telephone or public assistance.
2. Verifies percentage factors and fees in accordance with IRP schedules to issue registration for licensing of truck and bus fleets; assures appropriate attachments and compliance with Federal, State, and out-of-state laws, rules and regulations; data keys applicant, mileage and vehicle information for IRP.
3. Verifies copies of Bonds or Certificates of Deposit for IRP applications; forwards them to Installment Section.
4. Compiles rough drafts of letters and billing notices to applicants to obtain information for the completion of applications.
5. Performs reclasses and transfers on license plates, and prepares installment route slips involving large sums of money; figures credits and installments when applicable; checks supplemental applications for carriers who are adding units to their fleet, transferring units, replacing lost or stolen plates, or reclassing a plate; handles prorate originals and supplements; issues replacement decals and backing plates for units based out of non-IRP states.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to **MOTOR CARRIER**

TECHNICIAN (Continued)

completion of four years of high school, and/or two years of responsible clerical experiences preferably including bookkeeping work, or three years of responsible clerical experience in the processing of vehicle title and/or registration documents.

Knowledge, Skills and Abilities

Requires working knowledge of bookkeeping principles and practices.

Requires working knowledge of office procedures and practices.

Requires working knowledge of laws, rules and regulations pertinent to registration and titling of vehicles in Illinois.

Requires working knowledge of International Registration Plan and prorated registration laws, rules and regulations.

Requires knowledge of Mathematics and the ability to compute fees and operate a calculator accurately and rapidly.

Requires ability to communicate with workers and deal tactfully with the public.

Requires ability to maintain operational records of some complexity, and to prepare reports and tabulations from these sources.

Requires ability to apply complex provisions of the Illinois Vehicle Code and similar laws, rules and regulations in other jurisdictions.

Requires ability to operate electronic data processing terminals or CRT's.

Approved by the Secretary of State Merit Commission - November 8, 1989

Effective - November 16, 1989

EXAMINATION INFORMATION

Tests and Weights: Written Test, 100%

Knowledge Tested: Public Relations
 Work Relations
 Office Methods & Procedures
 Mathematics
 Math Problems
 Written Instructions
 Accounting & Bookkeeping Principles
 Typing

Length of Eligibility: 1 year