

**OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
CLASSIFIED POSITION VACANCY ANNOUNCEMENT**

To apply, follow the application procedures at the Human Capital Management's website: <http://jobaps.com/ok>, OR if you are a current State employee or have reinstatement rights, apply at <http://www.jobaps.com/OK/promo.asp> prior to the closing date and time specified below. If you need assistance for an interview, please call 405.521.3596.

ANNOUNCEMENT NUMBER: 2018-91pw PIN NUMBER(S): 18500505 NUMBER OF VACANCIES: 1

POSITION TITLE AND CODE: Transportation Customer Specialist, M46B PAY BAND: I SALARY \$35,336/ann

POSTING DATE & TIME: March 5, 2018 8:00 a.m.

CLOSING DATE & TIME: March 19, 2018 4:30 p.m.

FLSA LISTING: _ EXEMPT X NON-EXEMPT EEOC: Administrative Support

IMMEDIATE SUPERVISOR: Reesa Wilson LOCATION OF WORK: Transportation-OKC

MINIMUM QUALIFICATIONS:

Requirements at this level consist of a bachelor's degree in accounting, business, public administration or a closely related field and one year of qualifying experience; OR an equivalent combination of education and experience, substituting one year of experience in accounting, bookkeeping, tax revenue, apportioned vehicle registration, customer service, auditing, or closely related work for each year of the required education.

TYPICAL FUNCTIONS:

- Provides technical assistance to registrants/carriers by preparing and processing applications for apportioned registration, intrastate for-hire/private carriers, household goods carriers and/or interstate UCR registrations. May provide assistance with rate structures, authority options, various jurisdictional taxes, insurance requirements, business tax forms.
- Reviews, audits, and edits forms to verify computations, completeness and status; resolves delition credit inquires, invalid information and responds to inquires to full range of registrations, applications, insurance requirements, federal requirements and initiates appropriate account actions.
- Provides technical expertise on how to base-plate commercial fleets and stay legal to operate within state and nationally. Determines if business presented possess the requisite operation control in OK to fulfill requirements of various national registration plans. Recommends steps needed to bring into compliance tih law.
- Evaluate safety status and initiates revocation proceedings if registrant/carrier is placed out of service by the Federal Motor Carrier Safety Administration
- Reviews/processes business documents for correctness and conformity to state laws and rules' communicates document deficiencies.
- Reviews and analyzes requests for information and clarification of laws, policies and procedures; conducts interviews to clarify issues concerning filing requirements, due dates, registration procedures and similar matters and researches laws and rules as needed to respond to specific matters
- Coordinates with other divisions, sections or agencies as needed to clarify policies and procedures, determine status of accounts, issue clearance and resolve problems.

APPLICANT SOURCE: ALL SOURCES

AN EQUAL OPPORTUNITY EMPLOYER