

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Commercial Carrier Representative**

**Class Code: 20165**  
**Pay Grade: GG**

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### **A. Purpose:**

Manages the commercial motor carrier prorated and licensing system in accordance with the International Registration Plan (IRP) and state and Federal requirements to ensure motor carriers and owner operators are properly licensed, their power units and trailers are correctly titled, and that fees and taxes are correctly determined and collected.

### **B. Distinguishing Feature:**

Commercial Carrier Representatives manage the commercial motor carrier prorated and licensing system for the state by educating motor carriers and owner operators to clarify program requirements; speaking on behalf of program professionals; conducting assistance visits to motor carrier's offices to audit licensing documentation; and assist motor carriers to come into compliance with the state and Federal law, rules, and regulations.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Educates US and Canadian motor carriers and owner/operators to ensure they understand the registration, titling, licensing, fee billing, and licensing records retention requirements and processes.
  - a. Provides telephone and face-to-face assistance to the carrier's staff and to owner/operators.
  - b. Explains state and Canadian Province's licensing requirements and processes.
  - c. Explains the provisions of the commercial licensing requirements, the International Registration Plan, and the Federal Motor Carrier Safety Administration guidelines.
  - d. Interprets state and Canadian Province's laws, policies, and procedures while offering assistance.
2. Receives, audits, and processes new and renewal registration applications and supporting documentation for prorated licenses from carriers and owner/operators to ensure proper registration, licensing, and fee billing.
  - a. Receives applications for licensing and establishes new accounts or updates existing accounts.
  - b. Collates and packages for mailing renewal notices and documentation to carriers and owner/operators.
  - c. Audits applications and accompanying licensing documentation.
    - i. Audits the application form content.
    - ii. Approves provided proofs of residency.
    - iii. Verifies vehicle chain of ownership and title lien status.
    - iv. Verifies that proof of filing of the Heavy Vehicle Use Tax Form has been processed by the Internal Revenue Service (IRS) and covers all applicable vehicles and that the correct amount of tax has been paid.
    - v. Checks the validity of the carrier or owner/operator safety certificate.

- vi. Validates the request for DOT Number and issues DOT numbers.
  - vii. Verifies the unit is free of safety violations and the carrier has no financial problems.
  - viii. Directs the applicant's attention to the Department registration and licensing records retention requirements.
  - ix. Verifies the planned mileage computations for operation of each unit intra and interstate/Canadian Province.
- d. Requests applicants provide missing or incorrect data.
  - e. Enters application data into the computer system.
  - f. Approves unit or units for registration and licensing.
  - g. Denies registration for those units taken out of service by the Federal Motor Carrier Safety Administration (FMSCA).
  - h. Generates, quality controls, and issues fee billings and cab cards.
  - i. Packages credentials for mailing to applicants once billed fees are paid.
  - j. Maintains account files.
3. Processes titles for prorated motor carrier units to ensure titles are properly and legally assigned and taxes are correctly charged.
    - a. Verifies unit's price, date, owner or lien holder, and chain of ownership and calculates tax to be included with prorate fees.
    - b. Verifies Canadian Custom papers for unit's price, date, and owner or lien holder and calculates tax to be included with prorate fees.
  4. Issues temporary registrations, thirty-day commercial licenses, and harvest permits to ensure the carrier and owner/operator is issued the appropriate documents.
    - a. Examines documentation to determine eligibility.
    - b. Records applicable information and faxes permits to the carriers and owner/operators.
    - c. Enters information into database and paper account files.
  5. Processes fee billings, refund, and payment documents to ensure amounts are accurate and the corresponding payments are correct.
    - a. Calculates refunds for out-of-service carriers or transfers fees to additional units.
    - b. Receives, processes and reports to Department Finance Division incoming International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) transmittals.
    - c. Sends outgoing IRP transmittals to the International Registration Plan Clearinghouse.
    - d. Receives incoming transmittals from the Clearinghouse and non-participating jurisdictions.
    - e. Sends outgoing IFTA transmittals and reconciles incoming transmittals with outgoing prior to processing payments to jurisdictions.
    - f. Generates billing notice to IFTA jurisdictions owing money.
    - g. Runs reports showing what other states and the Canadian Provinces owe South Dakota.
  6. Visits carriers and reviews licensee required documentation to ensure compliance with program requirements.
    - a. Reviews records to determine compliance with IRP, FMSCA, and state requirements.
    - b. Audits mileage records, log books, calculated miles, fuel tax receipts.
    - c. Recommends recordkeeping procedures and improvements.
    - d. Updates carriers on new laws, regulations, procedures and guidelines.
  7. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to a Revenue Supervisor.

#### **E. Challenges and Problems:**

Challenged to understand and retain a knowledge base of state's and Canadian Province's commercial licensing and records keeping, the International Registration Plan, and the Federal agency rules, regulations, and guidelines. This is difficult because of the differences from jurisdiction to jurisdiction and the constant changes enacted by legislatures and agencies. Also challenging is meeting deadlines. This is difficult because there are specific time frames established to request, receive, and process prorated applications and the number of applications continues to increase.

Typical problems include dealing with carriers and owner/operators who provide incomplete applications and supporting documentation and who question fees or do not pay the required fees in a timely manner; maintaining knowledge of state statutes, rules, and regulations covering licensing, permits, and titling; explaining the concept of the IRP and the commercial licensing requirements; and achieving compliance with FMCSA safety requirements.

#### **F. Decision-making Authority:**

Decisions include determining, based on documents provided, if the unit or units will be registered or denied registration; who is responsible for unit safety; total of fee and tax billing; if the carrier should be flagged for an audit or a license review; correctness of actions taken to determine correct fee and taxes assessments, how to handle overpayment or escrow money, and when jurisdictional fees apply; whether recordkeeping is or is not in compliance; how to rectify errors occurring in the clearinghouse file; and when to accept a personal or business check.

Decisions referred include setting policy, determining if documents are forged, problem accounts that require legal action, interpretation of new or changing laws, and software problems.

#### **G. Contact with Others:**

Daily contact with licensing agents and motor carriers to answer questions, obtain information, provide education, request fees, add or delete vehicles from fleets, and to issue temporary licenses; and with the public to explain commercial licensing, the IRP, and safety requirements. Weekly with other intra and inter-state agencies to exchange information.

#### **H. Working Conditions:**

Works in a typical office environment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- commercial carrier industry;
- fee generation, collection, and accounting and bookkeeping procedures;
- computers;
- commercial licensing procedures.

Ability to:

- establish and maintain effective working relationships with the public;
- deal tactfully with others;
- read, understand, interpret and explain laws, policies, regulations, rules, and guidelines;
- use a computer;
- rapidly identify errors on documents;
- calculate data;
- multi-task diverse and complex activities on a daily basis;
- maintain train of thought despite frequent interruptions;
- communicate information clearly and concisely.