



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5701

COMMERCIAL MOTOR CARRIER PERMIT TECHNICIAN

GRADE G

SCOPE OF WORK:

Work involves providing information to the public and trucking industry regarding state and federal laws, rules, and regulations pertaining to commercial motor carriers transporting products on state and federal highway systems.

DUTIES PERFORMED:

- Advise trucking industry regarding legal vehicle weights, size, and combinations to ensure compliance with state and federal laws, rules, regulations, and policies; interpret safety rules.
- Analyze information and determine appropriate route for oversize and overweight vehicles to avoid damage to transportation structures and ensure public safety.
- Review, analyze, and process permit applications; determine appropriate permit types; calculate and collect permits and fees; issue permits and supplements.
- Provide administrative and technical assistance in response to requests from the trucking industry, private sector, various government agencies, officials, North Dakota Highway Patrol field personnel, and the general public.
- Maintain computer records for various permit services; collect data and prepare reports.
- Maintain and apply in-depth knowledge of state and federal laws, rules, regulations, and policies in the performance of duties.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of work experience that involved providing information and assistance to customers. Work experience normally includes receiving and analyzing information, determining the available solution(s), and assisting or directing customers in implementing and completing necessary steps to resolve issues or satisfy inquiries. An associate or bachelor's degree may substitute for the work experience requirement on a year-for-year basis. The hiring authority may specify additional qualifications at the time of recruitment.

Eff. Date: 03/03

Rev: 07/12 – Conversion to Hay System