

Title: <b>Motor Carrier Safety Data Specialist</b>	Effective Date: June 24, 2017	Grade: X	Job Category: Technician
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position acts as coordinator for special programs made available to the state, conducts various studies, and prepares special projects and reports for supervisors.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Collect and analyze data from various sources for studies, reports and annual work plans
- Import, process and upload roadside safety inspection and crash data daily to the Federal Motor Carrier Safety Administration (FMCSA).
- Revise and resubmit roadside safety inspection data pursuant to FMCSA DataQs resolutions.
- Assist motor carriers with roadside safety inspection data and carrier profiles maintained by FMCSA.
- Provide administrative and technical support, staff training and updates to various federal and state software programs.
- Issue and delete electronic access identification cards for Division employees.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school plus two years of related experience. Knowledge of Microsoft Word and Outlook. Ability to learn and navigate computer software and adapt to new technology. Good communication skills.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

