

**STATE OF MONTANA JOB VACANCY
DEPARTMENT OF PUBLIC SERVICE REGULATION
PUBLIC SERVICE COMMISSION
AN EQUAL OPPORTUNITY EMPLOYER**

3 PAGE DOCUMENT

JOB TITLE:	COMPLIANCE SPECIALIST
POSITION NUMBER:	42100047
DEPARTMENT:	PUBLIC SERVICE COMMISSION
DIVISION:	REGULATORY and LEGAL
LOCATION:	HELENA
PAY BAND:	6
SALARY:	\$40,000 to \$44,900 DOQ
ADDITIONAL SALARY INFORMATION:	A TRAINING ASSIGNMENT AT A LOWER SALARY LEVEL MAY BE REQUIRED.
JOB STATUS:	FULL-TIME PERMANENT
BARGAINING UNIT:	N/A
APPLICATION DEADLINE:	NOVEMBER 1, 2012
SUPPLEMENT REQUIRED:	YES

APPLICATION DEADLINE

Applications may be completed online at <http://mt.gov/statejobs/default.mcp>, mailed to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601, and postmarked by the closing date, or e-mailed to: ahall@mt.gov by Midnight, MST on the closing date.

JOB OVERVIEW

The position will be split between the Transportation Unit (60%) and the Consumer Unit (40%). In the Transportation Unit, this position processes motor carrier filings of all types from start to finish, ensuring the filings comply with state law and agency rules. The position responds to inquiries to the agency regarding transportation regulation. In the Consumer Unit, the position will hear, analyze, negotiate and resolve consumer complaints against regulated utilities and motor carriers.

TYPICAL DUTIES

Incumbent maintains the flow of material through all functions of the Transportation Unit, which may include, but is not limited to the following:

- Process initial filings and fees of new applications for operating authority and sale and transfers of existing authority; insurance filings; lease of operating authority

- requests; suspension requests; rate increase/decrease applications, and annual financial reports.
- Compose and publish the monthly publication of all new dockets.
 - Ensure motor carrier compliance with law and rules, including requirements for purchase and issuance of vehicle registration receipts, documentation of liability insurance, and filing of tariffs.
 - Respond to inquiries and complaints received in writing, in person and telephone from the general public and others regarding transportation regulation, which includes both motor carriers and railroads.

In the Consumer Unit, incumbent hears, investigates, mediates and resolves disputes between regulated electric, water/sewer, natural gas, and telephone companies and their customers. This duty requires the incumbent to research, interpret and enforce state laws, administrative rules, utility tariffs and Commission and utility policies.

In both Units, the incumbent maintains an electronic database and paper files in accordance with Unit procedures.

EDUCATION/EXPERIENCE

Associates degree in business or related field is desirable. 1-2 years of job-related work experience required. Additional years of directly-related work experience may substitute for the education requirement.

SUPPLEMENTAL QUESTIONS

1. Please describe your experience in mediating and resolving disputes.
2. Please provide a summary of the handling of a dispute from beginning to end.
3. Describe your knowledge and experience with software applications.

APPLICATION AND SELECTION PROCESS

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to: an evaluation of the Montana State Application Form; an evaluation of education, training and experience; an oral interview; and reference checks.

1. All applicants must submit a State of Montana Application; online form may be accessed at <http://mt.gov/statejobs/default.mcp> or contact your local job service for additional application formats.
2. Answers to the supplemental questions.

Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials.

The successful applicant must produce within 24 hours of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card, along with a driver's license or other picture ID, a U.S. Passport or a Green Card.

Statement of Selective Service Registration Status

If you are a male born on or after January 1, 1960, and are at least 18 years of age, the Montana Compliance with Military Selective Service Act requires that you register with the Selective Service System unless you meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the state of Montana.

A false statement may be grounds for not hiring you, or for dismissing you if you have already begun work. Also, you may be punished by fine or imprisonment.

LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED