

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
VEHICLE AND FUEL CLERK - 1982

DEFINITION:

Under general supervision, to perform a variety of difficult clerical work in support of the City's centralized automated fuel systems; to process and maintain records of the vehicle fleet; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs the initial troubleshooting for the automated fuel system;
- Determines why a vehicle or employee card will not be accepted by the system;
- Reconciles fuel usage and fuel receipts, identifies discrepancies, and takes corrective action;
- Issues fuel cards;
- Processes vehicle warranties, licenses, and smog certificates;
- Enters vehicle data into an automated computer file;
- Receives and evaluates requests for assistance from inoperative vehicles in the field and determines the appropriate repair units to dispatch for emergency road service;
- Inspects new vehicles following a specific checklist;
- Coordinates vehicle recall campaigns;
- Processes documents for the disposal of used vehicles;
- Prepares statistical reports;
- Performs related work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience, including six months of experience providing initial troubleshooting of the City's centralized automated fuel system. Ability to type 30 net words per minute.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**