

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### VEHICLE AND FUEL CLERK

##### 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 Announcement for updated minimum qualifications.

One year of 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.