

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES
Watercraft Registration Agent

SERIES NUMBER
2695

MAJOR AGENCIES
Ohio Department of Natural Resources Only

EFFECTIVE
02/18/2018

SERIES PURPOSE

The purpose of the watercraft registration agent occupation is to collect, document & maintain watercraft registration & licensure documentation.

At the first full performance level, incumbents document, maintain & provide watercraft registration & licensure information.

At the second full performance level, incumbents act as lead workers.

This classification is for use in Ohio Department of Natural Resources only.

CLASS TITLE

Watercraft Registration Agent 1

CLASS NUMBER

26951

PAY RANGE

28

EFFECTIVE

4/7/2002

CLASS CONCEPT

The first full performance level class works under general supervision & requires working knowledge of watercraft registration methods, laws & procedures in order to review, issue, approve &/or deny watercraft registration materials to include registration, applications, decals, dealer's licenses, proof of ownership & vendors licenses, answers questions regarding proper procedures to issue watercraft registration documents, answers questions regarding proper procedure to issue watercraft registration documentation & provides watercraft registration materials to general public & governmental representatives.

CLASS TITLE

Watercraft Registration Agent 2

CLASS NUMBER

26952

PAY RANGE

29

EFFECTIVE

01/23/1994

CLASS CONCEPT

The second full performance level class works under general supervision & requires considerable knowledge of watercraft registration methods, laws & procedures in order to act as lead worker (i.e., provide work direction & training) over lower-level watercraft registration agents.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Watercraft Registration Agent 1	26951	009	04/07/2002	28

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews, issues, approves &/or denies watercraft registration materials (e.g., registration applications, dealer registrations, livery registrations, veteran & documented registrations, e-renewals, fax renewals, phone renewals, decals, affidavits, proof of ownership, bill of sales & titles), answers questions regarding proper procedures to issue watercraft registration documents, upon request provides watercraft registration materials to general public, registration agents, city, state & federal staff & other divisions within Ohio Department of Natural Resources, issues duplicate decals, registrations & processes temporary registrations.

Updates & maintains cash journals/ledgers, & reports to record transactions; verifies & compiles checks & receipts & reviews weekly financial reports from monies received & forwards to appropriate staff; posts & balances checks received from districts, central office & agents for registration fees; audits registration accounts.

Operates personal computer &/or typewriter to produce codes & information onto documentation forms; performs registration data entry & ensures that registration information is entered into Watercraft Information System (i.e., WIS) in timely fashion; generates records on computer & copies registration data & transfers/distributes to appropriate staff; answers section telephones; maintains & updates files; monitors & updates inventory of registration documents; participates in unit/section mailings as assigned; opens & distributes section mail; assists other watercraft registration agents as needed.

MAJOR WORKER CHARACTERISTICS

Knowledge of bookkeeping; public relations; office practices & procedures*. Skill in typing; keypunch; operation of personal computer*; fax machine*; microfilm machine*. Ability to apply principles to solve practical everyday problems; calculate fractions, decimals & percentages; maintain accurate records; gather, collate & classify information about data, people or things; answer routine telephone inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

6 mos. trg. or 6 mos. exp. in public relations; 1 course or 3 mos. exp. in bookkeeping; 1 course or 3 mos. exp. in computer data entry, typing or word processing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Watercraft Registration Agent 2	26952	009	01/23/1994	29

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (e.g., provides work direction, training of lower-level watercraft registration agents, monitors & coordinates surety bond & consignment activities within registration process & monitors & verifies lower-level watercraft registration agent reporting activities to ensure compliance), coordinates consignment activities with other aspects of registration process, coordinates surety bond activities for statewide network & notifies agents, general public, law enforcement, divisional personnel & governmental agencies regarding division programs, policies & procedures.

Responds, verbally & in writing, to statewide registration & sales agents regarding registrations, consignments & surety bonds or sensitive inquiries; reviews & determines credit availability or problems & informs appropriate parties when consignments are denied & provides advice to resolve complex problems; analyzes accounts & reports to prepare & process license consignments; prepares correspondence related to accounts & materials maintained & processed.

Compiles, gathers & operates computer to enter public or confidential information for reports; answers section telephone; attends seminars & workshops upon request; operates typewriter or computer to produce typed routine forms; opens & distributes section mail; makes copies; maintains & updates files.

MAJOR WORKER CHARACTERISTICS

Knowledge of employee training & development*; bookkeeping; public relations; office practices & procedures*. Skill in typing; keypunch. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals & percentages; maintain accurate records; gather, collate & classify information about data, people or things; answer routine telephone inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

12 mos. trg. or 12 mos. exp. in public relations; 2 courses or 6 mos. exp. in bookkeeping; 2 courses or 6 mos. exp. in computer data entry, typing or word processing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.