

**CUSTOMS CLERK****NATURE OF WORK**

This is administrative and clerical work in the preparation and processing of customs documents for the Financial and Administrative Services.

The employee of this class is responsible for the processing of a variety of customs documents including the classification of products and equipment in accordance with customs regulations and the appeal of classification rulings. Duties include reviewing shipping documents; allocating products and equipment to applicable customs classification; reviewing customs rulings and determining appropriate appeal action, as necessary; preparing appropriate refund requests; providing advice on customs procedures to University officials and maintaining related records. Work involves considerable contact with University officials and federal government customs and various carrier representatives. Work is performed in accordance with established University policies and procedures with considerable independence and initiative under the direction of immediate supervisor. Work is reviewed through discussion and observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Prepares and processes a variety of customs and related documents; ensures the efficient and effective import or export of products and equipment; discusses unusual problems with immediate supervisor.

Receives, reviews and approves shipping documents; obtains packing slips from couriers; contacts departmental representative to obtain description of goods; ensures that information is complete; contacts departmental representative upon receipt of assessment notice to ensure that appropriate shipping documents are received for processing.

Allocates customs classification code to product or equipment based upon item headings and legal notes; determines duty payable for taxable items; calculates applicable federal sales tax, as appropriate; prepares cheque requisitions for immediate supervisor's approval; prepares and approves appropriate customs documents.

Reviews notifications of customs classification rulings; determines those rulings of a higher classification code or refusing duty free entry; discusses appeals with immediate supervisor, as required; requests written explanation of rulings from customs officials; evaluates interpretation applied by ruling; determines appropriate appeal action; submits an appeal of decision with additional information, as required.

Receives notification of allowable appeals; prepares request for refund of duty paid; advises departmental representative of appeal decision; ensures that refunds are received.

Provides advice to departmental officials regarding customs and purchasing procedures, including duty exempt conditions; contacts federal government officials to obtain explanation or interpretation of legislation.

Maintains customs, appeal and refund records; ensures that records are complete and accurate.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Considerable experience in customs or related work; graduation from high school supplemented by completion of a two year accounting program from an institution of technology or trades school; or any equivalent combination of experience and training which provides the following knowledges, abilities and skills:

Considerable knowledge of University regulations and procedures relating to customs and purchasing.

Considerable knowledge of the overall organization and procedures of the University as they relate to purchasing and customs.

Considerable knowledge of federal government customs regulations and procedures.

Knowledge of the principles and practices of purchasing.

Knowledge of the University's Banner accounting system and procedures.

Knowledge of general office practices and procedures.

Ability to make decisions in accordance with regulations and established policy.

Ability to carry out customs processing procedure in an expeditious and accurate manner.

Ability to examine financial documents and reports.

Ability to work independently on a variety of assignments.

Ability to maintain varied customs and purchasing records.

Ability to effectively communicate both orally and in writing.

Ability to establish and maintain effective working relationships with staff, faculty, external suppliers and federal and provincial government officials.

Possession of valid Province of Newfoundland and Labrador driver's licence.

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