

Title: Accident Coding Clerk	Effective Date: August 25, 2016	Grade: VI	Job Category: Admin. Support
Prior Title: Accident Coding Clerk, Accident Coding Clerk II	Prior Effective Date: September 4, 2012	Grade: VI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for checking crash reports as to ascertain the exact location where the crash occurred through computer-based maps and tools, and entering this information into the eCrash database.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Examine crash reports to ascertain proper locations where crashes occurred on road system.
- Provide copies of crash reports to other Divisions or Districts as needed.
- Consult with submitter for explanation of errors.
- Electronically enter the correct crash location that is associated with Arkansas Motor Vehicle Crash Reports into eCrash through the use of MapClick software and other tools such as the VISUAL-T as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to interpret Departmental regulations, guidelines and procedures. Demonstrated ability to operate a computer workstation. Ability to determine route, section and log mile by utilizing Departmental tools. Ability to communicate in a professional manner with law enforcement personnel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

