

Title: Administrative Aide II	Effective Date: July 26, 2016	Grade: VII	Job Category: Admin. Support
Prior Title: Administrative Aide II	Prior Effective Date: May 11, 2012	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing routine clerical tasks in a Division or Section.

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.

- Write or type correspondence, forms, or other documents.
- Prepare various reports.
- Sort and file records.
- Answer telephone, convey messages, and run errands.
- Copy documents using office duplicating equipment.
- Compile and maintain records.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook.

("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.)

APPLICABLE TO FISCAL SERVICES DIVISION:

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

