

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

CHARACTERISTICS OF WORK

Under the supervision of the Division or Section Head, this position is responsible for providing administrative and supportive functions for management 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.

- Assist Division management with special projects and reports.
- Effectively plan and coordinate projects.
- Collect and analyze data from various sources to conduct studies and prepare reports.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to plan and organize comprehensive reports. Knowledge of analysis techniques and procedures. 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 AND LEGAL DIVISIONS:

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.

