

Title: Administrative Assistant II	Effective Date: July 26, 2016	Grade: XIII	Job Category: Paraprofessional
Prior Title: Administrative Assistant II	Prior Effective Date: May 11, 2012	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing advisory and consultative work in assisting agency Director and/or high level administrators.

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.

- Provide advisory and consultative assistance to agency high level administrators.
- Study and analyze operational procedures.
- Assist in developing Departmental or statewide programs and policies.
- Review and reply to correspondence.
- Conduct independent studies and prepare reports.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor’s degree from an accredited college or university in related field plus two years related experience, OR the educational equivalent to a diploma from an accredited high school plus six years related experience. 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 EQUIPMENT & PROCUREMENT AND FISCAL SERVICES 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.

