

Title: Administrative Assistant	Effective Date: June 24, 2017	Grade: X	Job Category: Admin. Support
Prior Title: Office Administrative Assistant V	Prior Effective Date: May 11, 2012	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing clerical functions and providing administrative information in the management and support of a Division or District.

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 management with special projects and reports.
- Prepare responses to correspondence containing routine inquiries.
- Prepare invoices, reports, memoranda, letters and other documents using word processing, spreadsheet, database and/or presentation software.
- Collect, compile, or consolidate data and prepare various reports.
- Maintain mailing lists, sort and distribute mail.
- Prepare and maintain records.
- Prepare out of state travel requests, secure airline reservations and hotel accommodations when requested.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Answer telephone, convey messages, and run errands.
- Interpret and explain Department policies and procedures in response to requests, or refer inquiries as appropriate.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Knowledge and experience in office procedures. Thorough familiarity with the operation of personal computers and working knowledge of Microsoft Word, Access, Excel, and Outlook. Knowledge of accounting/bookkeeping procedures. Ability to interpret and apply Department policies and procedures. Detail oriented. Effective communication skills. Well-developed sense of urgency and follow-through.

("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.)

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.

