

Title: <b>District Clerk</b>	Effective Date: June 27, 2015	Grade: VII	Job Category: Admin. Support
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*CHARACTERISTICS OF WORK*

Under the supervision of the District Office Manager, this position is responsible for various administrative support functions as assigned.

*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.

- Compile, key, analyze, and process daily station reports and equipment reports.
- Prepare requisitions for fuel purchases.
- Prepare and analyze various equipment usage reports, equipment repair reports, and equipment oil change reports.
- Prepare and maintain the reconciliation of equipment reports for gasoline mileage report and rental miles/hours by budget and tag.
- Prepare personnel authorization forms, travel reimbursements, and various other personnel reports.
- Act as liaison with the Central Office regarding insurance, retirement, credit union, FMLA, Worker's Comp, etc.
- Assist with payroll close review in the Workforce Management System.
- Assist District Bookkeeper with various tasks.
- Receive visitors to the District headquarters.
- Answer telephone and operate District office radio.
- Assist other District staff as needed.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Mathematical ability and ability to accurately record figures and a ten-key adding machine and other office equipment. Thorough familiarity with the operation of personal computers and the use of Microsoft Word, Excel, Access, 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.)*

**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.**

