

Title: Legal Tech Support	Effective Date: August 14, 2015	Grade: VIII	Job Category: Admin. Support
Prior Title: Legal Tech Support	Prior Effective Date: June 27, 2015	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under limited supervision, this position is responsible for performing various clerical duties across a wide range of electronic media to support the administrative and operational functions of the Legal Division in an advanced technical environment.

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.

- Type correspondence and other documents to include legal pleadings.
- Prepare and upload case files electronically, i.e. eFile lawsuits.
- Electronically request publication of various legal notices, i.e. warning orders, hearing notices, etc.
- Accurately maintain electronic database to include record of receivables owed to AHTD as a result of damage to highway property.
- Transfer Legal Division files to electronic archive system.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Demonstrated skills in electronic case filing or electronic database management. Experience in legal office procedures. Minimum of two years of experience working in a law office as a legal secretary, legal assistant, or paralegal is preferred. Proficient in Microsoft Word, Excel, and Outlook. Knowledgeable in Microsoft Access and SharePoint. Working knowledge of terms to properly identify data in a variety of areas such as real estate closing documents, title instruments, legal entities, accident reports, damage estimates, medical waivers, intra-state motor carrier authority, eminent domain an claims.

("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.

