

Title: Legal Aide	Effective Date: August 14, 2015	Grade: VII	Job Category: Admin. Support
Prior Title: Legal Aide	Prior Effective Date: May 11, 2012	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing various clerical duties to support the administrative and operational functions of the Legal Division. This position may be trained as back-up support personnel for various specialized areas, such as title work, claims, motor carrier, medical waivers, demands, etc.

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.
- Prepare and type forms and form letters.
- Prepare various types of reports.
- Maintain files.
- Provide back-up support for various specialized areas.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Experience in office procedures. Minimum of two years experience working in an office processing legal documents as either a legal secretary, a legal assistant, a paralegal, or equivalent is preferred. Computer literate with experience in 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.