

Title: Office Administrative Assistant IV	Effective Date: July 26, 2016	Grade: IX	Job Category: Admin. Support
Prior Title: Section Secretary	Prior Effective Date: May 11, 2012	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing various clerical duties to support the administration and operational functions of a Division or Section.

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 special correspondence.
- Prepare and type forms and form letters.
- Assemble data and prepare various types of Departmental reports and summaries.
- Maintain files.
- Receptionist duties.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Knowledge and experience in office procedures. 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 FISCAL SERVICES AND HUMAN RESOURCES 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.

