

Title: Office Administrative Assistant V	Effective Date: May 11, 2012	Grade: X	Job Category: Admin. Support
Prior Title: Office Administrative Assistant V	Prior Effective Date: August 17, 2011	Grade: X	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the supervision of the Division Head, District Engineer or Assistant Chief Engineer, this position is responsible for performing clerical functions and providing administrative information in the management and support of Division, District or Assistant Chief Engineer's office.

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.

APPLICABLE TO DIVISION / ASSISTANT CHIEF ENGINEER:

- Assist management with special projects and reports.
- Type correspondence, prepare and maintain personnel and correspondence records.
- Collect, compile, or consolidate data and prepare various reports.
- Maintain mailing lists, sort and distribute mail.
- Prepare out of state travel requests, secure airline reservations and hotel accommodations when requested.

APPLICABLE TO DISTRICT:

- Receive, route, and file all correspondence, payrolls, and reports from the Resident Engineers.
- Type and distribute correspondence.
- Maintain construction job files.
- Provide clerical assistance to District management.
- Check all residency payrolls and teleprocess to the Central Office.

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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. Ability to interpret and apply Department policies and procedures. Ability to operate various types of office equipment.

("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.

