

Title: Office Aide	Effective Date: May 30, 2019	Grade: VI	Job Category: Admin. Support
Prior Title: Office Administrative Assistant I, II; Administrative Aide I	Prior Effective Date: July 26, 2016	Grade: V,VI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing routine clerical duties.

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 Department of Transportation is an "at will" employer.

- Write or type correspondence, forms, or other documents.
- Prepare various reports.
- Sort and file records.
- Answer telephone, convey messages, and run errands.
- Copy documents using office duplicating equipment.
- Compile and maintain records.
- Assist office staff in special studies and research.
- Perform data verification and assure accuracy of work.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook. Working knowledge of internet/web-based applications.

("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.