

Title: Public Transportation Technician	Effective Date: May 11, 2012	Grade: VIII	Job Category: Technician
Prior Title: Public Transportation Technician	Prior Effective Date: May 20, 2011	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for assisting program administrators with the administration of federal grants and providing technical assistance.

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.

- Process and maintain monthly and quarterly reports.
- Assist in reviewing applications for completeness.
- Maintain and direct computer records of federal grants and inventories.
- Assist with vehicle inspections and maintain inspection reports.
- Assist program administrators as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to interpret and apply Department policies and procedures and the Department's Accounting Manual. Thorough knowledge of the operation of personal computers and use of Microsoft Access, Word and Excel. Experience in bookkeeping/accounting desired.

("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.

