

Title: <b>Records Specialist</b>	Effective Date: June 24, 2017	Grade: VIII	Job Category: Admin Support
Prior Title: <b>Initial Distribution</b>	Prior Effective Date:	Grade:	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under supervision of the Records Supervisor, this position is responsible for performing various clerical duties in support of the Records Management 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.

- Perform large-scale data entry daily.
- Operate office equipment and answer telephone.
- Sort, file, and maintain records for multiple Divisions.
- Operate production scanners and microfilm machines.
- Digitally scan documents using scanning equipment and software.
- Verify the legibility and proper placement of scanned documents.
- Assist in training of new employees.
- Assist customers looking for archived information.
- Assume leadership role in absence of supervisor.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook. Effective leadership and communication skills. Prior work experience utilizing production scanning equipment and scanning software 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.**