

Title: Right of Way Research Assistant	Effective Date: June 24, 2017	Grade: VIII	Job Category: Admin Support
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CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for performing routine clerical duties in 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 correspondence, forms, or other documents.
- Compile and maintain records.
- Answer telephone, convey messages, and run errands.
- Copy documents using office duplication equipment.
- Provide existing right of way information to Department personnel and to the public.
- Prepare legal exhibits on condemned properties.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook. Training in computer-aided drafting and design (CADD), or experience in related field.

("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.)