

Title: Section Head - Right of Way Administrative	Effective Date: May 11, 2012	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Right of Way Administrative	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for ensuring the expeditious and fiscally sound completion of property acquisition and related Right of Way Division activities.

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.

- Function as the Division's fiscal officer.
- Direct, review, and control the performance of various Division accounting functions, prepare and maintain records of budget expenditures, and counsel the Division Head concerning budget conditions.
- Direct and oversee check dispersals and transaction closings.
- Oversee and ensure the maintenance of deed, option, voucher, and requisition records.
- Maintain inventory of the Division's capital assets, and purchase office supplies and equipment.
- Direct and oversee the activities of the abstractors and title research personnel.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in business administration, accounting or related field from an accredited college or university plus six years experience; OR the educational equivalent to a diploma from an accredited high school and ten years experience in related field applicable to work performed. Accounting, personnel, and budgetary management skills and experience. Excellent organizational, time management, and written and oral communication skills. Valid driver's license and statewide travel required.

("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.