

Title: <b>Staff Administrative Assistant</b>	Effective Date: May 11, 2012	Grade: XVI	Job Category: Professional
Prior Title: Staff Administrative Assistant	Prior Effective Date: May 20, 2011	Grade: XVI	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is responsible for providing advisory and consultative assistance to the Department's high level administrators in a variety of complex assignments affecting Departmental policy and operations.

*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.

- Advise and give consultative assistance to Department administrators.
- Perform, develop and carry out various projects and comprehensive studies and reports.
- Instruct or direct employees engaged in routine administrative duties and evaluate their work.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus six years of related experience, OR the educational equivalent of a diploma from an accredited high school plus 10 years directly-related experience. Working knowledge of fiscal management, budget control, statistical methods used in public administration, or public relations programs. Demonstrated ability to utilize Department's standardized microcomputer software. Working knowledge of legislative procedures, knowledge of the Department's organization, and the ability to interpret and apply Department policies, procedures, and operations.

*("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.)*

