

Title: Voucher Typist	Effective Date: May 11, 2012	Grade: VI	Job Category: Admin. Support
Prior Title: Voucher Typist	Prior Effective Date: August 24, 2007	Grade: VI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the preparation of vouchers for disbursement of Department funds.

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 vouchers in accordance with Department of Finance and Administration (DF&A) regulations.
- Make distribution of various copies of voucher and support papers.
- Make decision as to proper fund from which expenditure is made.
- Maintain contact with contractors and bonding companies by telephone regarding construction job payments.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability.

("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.)

