

Title: Administrative Aide V	Effective Date: August 24, 2007	Grade: X	Job Category: Admin. Support
Prior Title: Administrative Aide V	Prior Effective Date: April 12, 2006	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Division or Section Head, this position is responsible for providing administrative and supportive functions for management 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.

- Assist Division management with special projects and reports.
- Effectively plan and coordinate projects.
- Collect and analyze data from various sources to conduct studies and prepare reports.

MINIMUM REQUIREMENTS

The educational equivalent to a high school diploma. Ability to plan and organize comprehensive reports. Knowledge of analysis techniques and procedures. Working knowledge of Microsoft Word, Excel, and Outlook.

APPLICABLE TO LEGAL DIVISION:

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.