

Title: Accident Coding Clerk	Effective Date: May 11, 2012	Grade: VI	Job Category: Admin. Support
Prior Title: Accident Coding Clerk II	Prior Effective Date: August 24, 2007	Grade: VI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for checking forms and documents as a control measure, identifying deficiencies in forms and documents, and entering data into the computer.

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.

- Enter data into computer.
- Record receipt of documents and assign file numbers from code manuals.
- Check for completeness, proper classification, coding, identification numbers, documentation and authorization.
- Consult with submitter for explanation of errors.
- Inform investigative personnel of document deficiencies.
- Return documents to investigative personnel as necessary for correction of technical errors, and review of substantive deficiencies.
- Maintain ledger on all documents received and their status.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to interpret Departmental regulations, guidelines and procedures. Ability to operate computer workstation.

("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.)

