

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

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing routine clerical duties 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.

- Type correspondence, forms, or other documents.
- Compile and maintain records.
- Answer telephone, convey messages, and run errands.
- Copy documents using office duplication equipment.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook.

("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.)

APPLICABLE TO EQUIPMENT & PROCUREMENT DIVISION, HIGHWAY POLICE DIVISION AND REPRODUCTION SECTION:

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.

