

Title: Administrative Assistant I	Effective Date: May 11, 2012	Grade: XII	Job Category: Paraprofessional
Prior Title: Administrative Assistant I	Prior Effective Date: October 18, 2010	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for acting in an advisory and supportive role assisting agency Director and/or administrators.

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.

- Interpret and analyze data.
- Plan and coordinate projects effectively.
- Know federal, state, and local laws and regulations as they apply to certain jobs.
- Conduct studies and present reports.
- Know the Department's policies, organization, operations, and procedures.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field, or the educational equivalent to a diploma from an accredited high school plus four years directly-related experience. 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 PROGRAMS AND CONTRACTS AND RIGHT OF WAY DIVISIONS:

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.

