

Title: Administrative Assistant III	Effective Date: May 11, 2012	Grade: XIV	Job Category: Professional
Prior Title: Administrative Assistant III	Prior Effective Date: October 18, 2010	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing a wide variety of support and advisory functions.

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.

- Conduct studies and present reports.
- Understand and interpret Department policies, organization, operations, and procedures.
- Assist in program developments.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus four years of related experience, OR the educational equivalent to a diploma from an accredited high school plus eight years 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 PERMITS SECTION AND RIGHT OF WAY 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.

