

Title: <b>Commission Secretary</b>	Effective Date: May 11, 2012	Grade: XII	Job Category: Admin. Support
Prior Title: Commission Secretary	Prior Effective Date: August 24, 2007	Grade: XII	Page: 1 of 1

### *CHARACTERISTICS OF WORK*

This position is responsible for providing secretarial and clerical functions to assist implementation of Commission actions.

### *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.

- Act as custodian and distributor of Commission minute orders.
- Prepare, attend, and record Commission public forum.
- Perform administrative duties for Commission members.

### *MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Prior experience in general office practices, administrative practices, letter writing, and information distribution.

*("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.)*

