

Title: Construction Office Specialist	Effective Date: May 11, 2012	Grade: VII	Job Category: Technician
Prior Title: Construction Office Specialist	Prior Effective Date: August 24, 2007	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the transformation of data from the residencies via remote terminal keyboard operations into a form which can be transmitted to the computer for processing of construction estimates on federal and state highway construction projects, city streets and county road projects, and other special assignments.

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.

- Edit estimate requests to ensure compatibility with files.
- Perform maintenance functions to keep data current and to keep files ready for use.
- Assist in manual processing of estimates and invoices for consultants.
- Check job records for completion of certain requirements for releasing final estimates.
- Transfer current estimate records to computer format.
- Enter subcontract information into SiteManager and process subcontract approval letters.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Familiarity with the use of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Familiarity with SiteManager software.

("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.)

