

Title: District Receptionist	Effective Date: May 11, 2012	Grade: V	Job Category: Admin. Support
Prior Title: District Receptionist	Prior Effective Date: December 18, 2009	Grade: V	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the District Office Manager, this position is responsible for routine clerical duties at the District office.

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.

- Receive all visitors at the District headquarters.
- Answer telephone and operate District office radio.
- Type various reports and correspondence.
- Computer data input.
- Assist other District office staff as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to write legibly and speak clearly. Ability to successfully operate a desk calculator and computer keyboard. Ability to accurately record information and figures. Demonstrated typing ability. Familiarity with the operation of personal computers and working knowledge of Microsoft Word, Excel, and Outlook. Ability to maintain professional communications and to reflect a positive attitude with the public and Department employees.

("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.)

