

Title: <b>Field Clerk I</b>	Effective Date: May 11, 2012	Grade: V	Job Category: Admin. Support
Prior Title: Field Clerk I	Prior Effective Date: August 24, 2007	Grade: IV	Page: 1 of 1

### *CHARACTERISTICS OF WORK*

Under the direction of the Resident Engineer, this position is responsible for performing clerical and receptionist duties for the Resident Engineer's office to maintain smooth, efficient operations.

### *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.

- Perform general clerical and receptionist activities to include typing of all correspondence.
- Set up and maintain all Resident Engineer office files.
- Review contractor payrolls to ensure accuracy and compliance.
- Process utility bills for Resident Engineer office.
- Check and reconcile annual and sick leave.

### *MINIMUM REQUIREMENTS*

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

*("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.)*

