

Title: Field Clerk II	Effective Date: May 11, 2012	Grade: VII	Job Category: Admin. Support
Prior Title: Field Clerk II	Prior Effective Date: October 19, 2011	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Resident Engineer, this position is responsible for performing advanced clerical and receptionist duties for the Resident Engineer's office to maintain smooth, efficient operation and for performing duties of the Resident Office Technician in that person's absence. Perform EEO and labor compliance reviews on construction projects.

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, maintaining job files, processing utility bills, inventorying office equipment, etc.
- Check contractor payrolls to ensure accuracy and compliance.
- Maintain records of trainee program.
- Perform and submit Equal Employment Opportunity (EEO) reports on each contractor and subcontractor.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Minimum of two years as Field Clerk I or similar experience. Working knowledge 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.)

