

Title: File Clerk	Effective Date: August 24, 2007	Grade: II	Job Category: Admin. Support
Prior Title: File Clerk	Prior Effective Date: July 1, 1983	Grade: II	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for files to provide availability of records and information as needed.

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.

- File material.
- Assist office staff.

MINIMUM REQUIREMENTS

Ability to read and write.