

Title: <b>Fuel Clerk</b>	Effective Date: May 11, 2012	Grade: VII	Job Category: Admin. Support
Prior Title: Fuel Clerk	Prior Effective Date: November 1, 2007	Grade: VII	Page: 1 of 1

### *CHARACTERISTICS OF WORK*

Under the supervision of the District Office Manager, this position is responsible for reviewing and reporting fuel and equipment data in a District.

### *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.

- Compile and teleprocess daily station report.
- Prepare requisitions for fuel purchases.
- Prepare equipment reports, type District equipment repair reports, and analyze the daily station report and District oil changes.
- Prepare and maintain the reconciliation of computer runs on gasoline mileage report and rental miles/hours by budget and tag.

### *MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Mathematical ability. Ability to accurately record figures, operate computer keyboard, 10-key adding machine, and various other office equipment. Thorough familiarity with the operation of personal computers and the use of Microsoft Word, Excel, Access, and Outlook.

*("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.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**

