

Title: Motor Carrier Safety Specialist II	Effective Date: May 11, 2012	Grade: VII	Job Category: Admin. Support
Prior Title: Administrative Assistant II	Prior Effective Date: August 24, 2007	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position acts as coordinator for special programs made available to the state, conducts various studies, and prepares special projects and reports for supervisors.

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 information from other states and programs, and assist in the development, implementation, monitoring, and evaluation of the operational program if responses are favorable.
- Write comprehensive and annual work plans giving overall projection of goal accomplishment.
- Collect and analyze data from various sources to conduct studies and prepare reports.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to plan and research. Knowledge of computation and statistical techniques.

("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.)

