

Title: Personnel Auditing Clerk	Effective Date: May 11, 2012	Grade: VIII	Job Category: Admin. Support
Prior Title: Personnel Auditing Clerk	Prior Effective Date: August 24, 2007	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Personnel Officer, this position is responsible for processing all personnel forms and assisting in the maintenance of personnel records.

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.

- Prepare all personnel files and personnel data cards on new employees, maintaining and updating personnel data.
- Post to personnel records and make reconciliations or necessary adjustments to maintain accurate records.
- Audit all incoming and outgoing personnel forms.
- Maintain record of various personnel actions.
- Ensure all personnel forms are routed to proper offices for complete processing.
- Assist the public and Department personnel in the accomplishment of personnel procedures.
- Enter and retrieve computerized data.
- Operate Central Office switchboard as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Computer experience. Mathematical ability and ability to accurately record figures, operate ten-key adding machine and other office equipment. Thorough familiarity with the PAHR 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.)