

Title: Personnel Clerk	Effective Date: May 11, 2012	Grade: VIII	Job Category: Admin. Support
Prior Title: Personnel Clerk	Prior Effective Date: February 17, 2010	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for reviewing and encoding payroll data necessary to maintain accurate records for maintenance personnel, under the supervision of the District Office Manager.

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 time and equipment reports.
- Maintain and record leave requests and reconcile quarterly Leave Activity Report.
- Prepare personnel authorization forms, reimbursement for travel, EEO reports, personnel data cards.
- Prepare and maintain personnel files for maintenance employees.
- Keep records regarding insurance, retirement, credit union, FMLA, Worker's Comp, etc.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing/keyboarding ability. Computer experience. Mathematical ability and ability to accurately record figures and a ten-key adding machine and other office equipment. Working knowledge 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.

