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| Title: Traffic Services Aide | Effective Date: May 11, 2012 | Grade: VI | Job Category: Admin. Support |
| Prior Title: Traffic Clerk | Prior Effective Date: August 24, 2007 | Grade: VI | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing various clerical duties including typing, filing, inventory control, operating 10-key and computer keyboard and serving as office receptionist.

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.

- Post and record transactions related to Division operation.
- Collect, audit and maintain Division files.
- Provide clerical assistance to Division management.
- Operate motor vehicle to transport mail, packages and supplies to designated facilities or run errands.
- Lift and move large storage boxes.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Proficient in basic mathematical skills and data entry. Proficient in the operation of computers and the use of Windows based applications with emphasis in Microsoft Excel. Skilled in the use of a calculator and possess the ability to accurately key data from various reports into the Department's computer system. Valid driver's license.

("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.)

