

Title: Office Assistant	Effective Date: June 24, 2017	Grade: VIII	Job Category: Admin. Support
Prior Title: Administrative Aide II, III; Office Administrative Assistant III	Prior Effective Date: July 26, 2016	Grade: VII, VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing routine tasks in a Division or Section.

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.

- Write or type correspondence, forms, or other documents.
- Prepare various reports.
- Sort and file records.
- Answer telephone, convey messages, and run errands.
- Copy documents using office duplicating equipment.
- Compile and maintain records.
- Assist office staff in special studies and research.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook. Experience in office procedures. Detail oriented. Effective communication skills. Well-developed sense of urgency and follow-through.

("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.

