

Title: Administrative Officer I	Effective Date: June 19, 2021	Grade: XII	Job Category: Professional
Prior Title: Administrative Officer I	Prior Effective Date: May 11, 2012	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for conducting moderately complex administrative and technical work in an assigned area.

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 Department of Transportation is an "at will" employer.

- Plan, organize and direct a program of limited scope in a wide variety of assignments related to a specific area of responsibility.
- Supervise a moderate number of technical and/or clerical personnel.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in related field, OR the educational equivalent to a diploma from an accredited high school plus four years of related experience.

Knowledge, skills and abilities:

Ability to interpret and apply Department policies and procedures. Effective reasoning ability. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Proficiency in basic computer skills, including working knowledge of Microsoft Office Suite.

("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.)

APPLICABLE TO FISCAL SERVICES, HUMAN RESOURCES, PROGRAM MANAGEMENT, AND RIGHT OF WAY DIVISIONS:

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.