

Title: Advanced Field Clerk	Effective Date: June 17, 2023	Grade: VIII	Job Category: Admin. Support
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CHARACTERISTICS OF WORK

Under the direction of the Resident Engineer, this position is responsible for performing advanced clerical and receptionist duties for the Resident Engineer's office to maintain smooth, efficient operation and for performing duties of the Resident Office Technician in that person's absence. Perform EEO and labor compliance reviews on construction projects.

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.

ESSENTIAL JOB FUNCTIONS:

- Perform general clerical and receptionist activities of a progressively more complex nature to include typing of all correspondence, maintaining job files, processing utility bills, inventorying office equipment, etc.
- Check contractor payrolls to ensure accuracy and compliance.
- Maintain records of trainee program.
- Perform and submit Equal Employment Opportunity (EEO) reports on each contractor and subcontractor.
- Prepare correspondence for Time Charge notifications, Payroll deficiencies, Traffic Control Report deficiencies, SWPPP Inspection Report deficiencies, etc.
- Monitor GovQA for new inquiries and input data as needed.
- Assist RE office employees in completing all required documentation for FMLA, Catastrophic leave, Insurance, Workers Compensation, etc.
- Upload Department prepared documents to DocExpress.

SECONDARY JOB FUNCTIONS:

- Perform general housekeeping for the office building.
- Monitor DocExpress for new correspondence and forward the correspondence for processing.
- Track critical and key dates for projects.
- Perform duties normally assigned to the Resident Office Technician as needed.
- Explain Department's various benefits (insurance, etc.) to new employees.
- Assist Maintenance personnel in emergency situations (answer phone during inclement weather events.)
- Assist Construction Staff in minor inspection when there is a staff shortage.
- Coordinate equipment repairs/inspections with the District and various Divisions including truck PM inspections, computer/printer issues, etc.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience providing administrative or clerical support in an office setting.

Knowledge, skills and abilities: Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Working knowledge of SiteManager, SARS, and Doc Express. Strong written and verbal communication skills. Ability to work as part of a team to accomplish needed tasks.

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Working conditions: Office environment.

("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.)