

Title: Extra Help	Effective Date: June 17, 2023	Grade: II	Job Category: Service-Maint.
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CHARACTERISTICS OF WORK

Under direct supervision, this position will perform a variety of tasks in support of Department needs or special 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.

- Answer phone calls and direct inquiries, both by phone and in-person.
- Type and file documents and operate fax and/or copy machines.
- Digitally scan documents.
- Perform grounds maintenance duties such as mowing, raking, collecting and disposing of trash, and maintaining associated equipment.
- Perform custodial work such as sweeping and mopping.
- Flag traffic and assist in roadway maintenance.
- Assist in carpentry work, painting, or other unskilled/semi-skilled labor.

MINIMUM REQUIREMENTS

Education and experience: Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records.

Knowledge, skills and abilities: Ability to follow written and oral instructions.

Working conditions: Varies depending on the location of position and duties assigned.

APPLICABLE TO OFFICE POSITIONS

Ability to utilize computer software and operate fax, copier, and scanning equipment.

APPLICABLE TO FIELD POSITIONS

Ability to perform manual labor and work in all weather conditions. Valid driver's license.

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.