

Title: Maintenance Services Specialist	Effective Date: June 17, 2023	Grade: VIII	Job Category: Admin Support
Prior Title: Maintenance Services Specialist	Prior Effective Date: June 24, 2017	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for processing transactions and expenditures directly related to the Maintenance Division Sign Shop and Statewide Maintenance Crews.

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.

- Requisition Sign Logs for Statewide Sign Crew via the Department’s accounting software.
- Requisition direct bill travel reimbursements, office supplies, and assist Division Accountant with requisitions for goods and services via Oracle.
- Assist statewide personnel with Oracle travel reimbursements and the Departments’ Human Resources Information System related questions.
- 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.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in clerical work.

Knowledge, skills and abilities: Knowledge of highway maintenance activities. 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. Ability to accurately key data into the Department's software systems.

Working conditions: Office environment.

Licenses, registrations and certifications: 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.)

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.