

Title: Administrative Assistant I	Effective Date: August 24, 2007	Grade: XII	Job Category: Paraprofessional
Prior Title: Administrative Assistant I	Prior Effective Date: April 12, 2006	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for acting in an advisory and supportive role assisting agency Director and/or administrators.

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.

- Interpret and analyze data.
- Plan and coordinate projects effectively.
- Know federal, state, and local laws and regulations as they apply to certain jobs.
- Conduct studies and present reports.
- Know the Department's policies, organization, operations, and procedures.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field, or four years directly-related experience. Working knowledge of Microsoft Word, Excel, and Outlook.

APPLICABLE TO **PROGRAMS AND CONTRACTS 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.