

Title: Area Headquarters Attendant	Effective Date: December 7, 2009	Grade: VII	Job Category: Admin. Support
Prior Title: Area Headquarters Attendant	Prior Effective Date: January 7, 2008	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Area Maintenance Supervisor, this position is responsible for the maintenance of records, equipment, material inventories, and facilities at the area headquarters.

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.

- Perform yard, building and equipment maintenance.
- Inventory fuel supplies.
- Prepare employee time reports.
- Post data and balance records.
- Perform minor operations of various types of equipment, as required.
- Load, unload and stack bags of salt, sand, cement, chemicals, etc.

MINIMUM REQUIREMENTS

The educational equivalent to a high school diploma. Ability to operate 10-key adding machine. Computer experience and working knowledge of Microsoft Word, Excel, Access, and Outlook preferred. 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. Valid Class A commercial driver's license with tanker ("N") endorsement. Pre-employment drug test required and subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.