

Title: Advanced District Clerk	Effective Date: June 14, 2025	Grade: 8	Job Category: Admin. Support
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CHARACTERISTICS OF WORK

Under the supervision of the District Office Manager, this position is responsible for various administrative support functions as assigned.

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:

- Compile, key, analyze, and process daily station reports and equipment reports.
- Prepare requisitions for fuel purchases, utilities and p-card purchases.
- Prepare and analyze various equipment usage reports, equipment repair reports, Equipment Accident Reports and equipment oil change reports.
- Prepare and maintain the reconciliation of equipment reports for gasoline mileage report and rental miles/hours by budget and tag.
- Prepare personnel authorization forms, travel reimbursements, and various other personnel reports.
- Act as liaison with the Central Office regarding insurance, retirement, credit union, FMLA, Workers' Compensation, Catastrophic Leave, etc.
- Assist with payroll close review in the Workforce Management System.
- Assist District Bookkeeper with various tasks.
- Receive visitors to the District headquarters.
- Answer telephone and operate District office radio.
- Make mileage corrections in Passport.
- Prepare all new hire paperwork including various pre-employment checks
- Process personnel transactions including new hires, C3PO promotions, resignations, etc.

SECONDARY JOB FUNCTIONS:

- Assist other District staff as needed including training staff members.
- Process all prokees for District equipment.
- Maintain herbicide reports.
- Assist with ordering office supplies as well.
- Process documentation related to asset and inventory management

MINIMUM REQUIREMENTS

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

Knowledge, skills and abilities: Mathematical ability and ability to accurately record figures and a ten-key adding machine and other office equipment. Thorough familiarity with the operation of personal computers and the use of Microsoft Word, Excel, Access, Teams and Outlook.

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.)

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.