

Title: Advanced Motor Carrier Safety Specialist	Effective Date: June 14, 2025	Grade: 8	Job Category: Admin. Support
Prior Title: Transitioned from func. to appropriated title	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for coordinating and keying of source document information according to prescribed procedures and maintaining superior accuracy at an acceptable rate of speed.

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.

- Oversee and perform entry of data for input into automated systems.
- Perform data verification.
- Assure accuracy of work.
- Coordinate and perform entry of written information for word processing.
- Work to maintain schedules and meet deadlines.
- Oversee and process sensitive documents in confidence.
- Train and mentor other lesser experienced team members in entry or processing procedures.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience performing data entry, word processing and office procedures in general.

Knowledge, skills and abilities: Working knowledge of Microsoft Word, Excel, Outlook and Internet (for web-based applications). Attention to detail. Effective communication skills. Well-developed sense of urgency and follow-through. Ability to lead and train others.

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.)