

Title: Field Clerk	Effective Date: August 29, 2024	Grade: VII	Job Category: Admin. Support
Prior Title: Field Clerk	Prior Effective Date: June 17, 2023	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Resident Engineer, this position is responsible for performing clerical and receptionist duties for the Resident Engineer's office to maintain smooth, efficient operation and for performing duties of the Resident Office Technician in that person's absence. Perform EEO and labor compliance reviews on construction projects.

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:

- Perform general clerical and receptionist activities to include typing of all correspondence, maintaining job files, processing utility bills, inventorying office equipment, etc.
- Check contractor payrolls to ensure accuracy and compliance.
- Maintain records of trainee program.
- Perform and submit Equal Employment Opportunity (EEO) reports on each contractor and subcontractor.
- Monitor DocExpress for new correspondence and forward the correspondence for processing.
- Track critical and key dates for projects.
- Assist RE office employees in completing all required documentation for FMLA, Catastrophic leave, Insurance, Workers Compensation, etc.
- Monitor public assistance portal software for new inquiries and input data as needed.
- Explain Department's various benefits (insurance, etc.) to new employees.

SECONDARY JOB FUNCTIONS:

- Assist Maintenance Personnel (answer phone during ice and snowstorms) as needed.
- Assist Resident Office Technician in checking Inspector reports and tickets.
- Perform general housekeeping for the office building.
- Coordinate equipment repairs/inspections with the District and various Divisions including truck preventive maintenance inspections, computer/printer issues, etc.

MINIMUM REQUIREMENTS

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

Knowledge, skills and abilities: Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system.

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.)