

Title: <b>Local Programs Technician</b>	Effective Date: June 14, 2025	Grade: 12	Job Category: Technician
Prior Title: Transitioned from func. to appropriated title	Prior Effective Date:	Grade:	Page: 1 of 1

### ***CHARACTERISTICS OF WORK***

Under the supervision of the Staff Engineer or Section Head, this position is responsible for assisting in the various phases of project development and the daily functions of the Local Programs Division.

### ***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.

- Prepare correspondence, forms, and other documents.
- Coordinate and assist in the review of various documents and maps such as bid proposals, contracts, agreements, etc.
- Prepare monthly reports related to funding deposits, agreement statuses, bid letting dates, etc.
- Handle or dispatch data requests, billings and interoffice communication.
- Monitor current and overdue tasks and follow up as needed.
- Assist with posting to and updating relevant portions of the Division’s webpages.
- Assist with various local grant programs.
- Assist local project sponsors in developing various federal aid projects.
- Assist with updating, tracking, compiling, and maintaining project information in specialized software and databases.
- Assist fellow staff members during peak workload periods.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience with office processes and procedures.

Knowledge, skills and abilities: Knowledge in office procedures and records, and good command of business English and mathematics. Proficiency in Microsoft Word and Excel. Familiarity with Microsoft Access preferred. Attention to detail. Ability to communicate orally and in writing. Ability to organize, prioritize and multi-task.

Working conditions: Office environment and occasional in-state travel.

Licenses, registrations and certifications: Valid driver’s license.

*(“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.**

**This position does not require theoretical and practical application of highly specialized knowledge or a bachelor’s degree or higher in the field; thus, this position is not eligible for H-1B visa sponsorship.**