

Title: Planning Technician	Effective Date: April 29, 2026	Grade: 10	Job Category: Technicians
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CHARACTERISTICS OF WORK

Under immediate supervision, this position is responsible for varied clerical and technical tasks in support of transportation planning activities in the Planning & Research 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, interoffice memoranda, Minute Orders, and other documents.
- Obtain, organize, and analyze transportation-related data and perform data-entry tasks.
- Perform or support recurring project-development tasks.
- Assist with coordination of public involvement efforts.
- Support the development of planning studies.
- Review planning study documents to ensure accuracy, consistency, and readability.
- Support grant-related activities.
- Contribute to the development of performance reports and other related plans.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to an associate’s degree from an accredited college or university in business or public administration, office administration, liberal arts, or a related field OR the educational equivalent to a diploma from an accredited high school and two years of experience in a related field.

Knowledge, skills and abilities: Attention to detail. Ability to communicate effectively both orally and in writing. Ability to organize, prioritize and multi-task. Demonstrated proficiency in the use of computers and technology. Demonstrated proficiency in Microsoft Word, Excel and Access.

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.)

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