

Title: Records Specialist	Effective Date: December 9, 2025	Grade: 8	Job Category: Admin Support
Prior Title: Records Specialist	Prior Effective Date: June 24, 2017	Grade: 8	Page: 1 of 1

CHARACTERISTICS OF WORK

Under supervision of the HRIS Section Head, this position is responsible for performing various clerical duties in support of the HRIS Section.

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.

- Perform large-scale data entry daily.
- Operate office equipment and answer telephone.
- Sort, file, and maintain records for multiple Divisions.
- Operate production scanners and microfilm machines.
- Digitally scan documents using scanning equipment and software.
- Verify the legibility and proper placement of scanned documents.
- Assist in training new employees.
- Assist customers looking for archived information.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Prior work experience utilizing production scanning equipment and scanning software.

Knowledge, skills and abilities: Demonstrated typing ability. Working knowledge of Microsoft Word, Excel, and Outlook. Effective communication skills.

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.