

Title: Administrative Aide V	Effective Date: January 9, 2012	Grade: X	Job Category: Admin. Support
Prior Title: Administrative Aide V	Prior Effective Date: August 24, 2007	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Division or Section Head, this position is responsible for providing administrative and supportive functions for management in a Division or Section, and for preparing written and verbal correspondence (articles, letters, press releases, speeches, etc.) as needed.

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 State Highway and Transportation Department is an "at will" employer.

- Assist Division management with special projects and reports.
- Effectively plan and coordinate projects.
- Collect and analyze data from various sources to conduct studies and prepare reports.
- Prepare and present speeches, reports, and multi-media presentations.
- Assist members of the news media, elected officials, and citizens with requests for information, both verbally and in writing.
- Perform research and write for AHTD publications.
- Assist in coordinating various AHTD outreach activities (trade show booths, group tours, etc.)
- Monitor and understand the legislative process.

MINIMUM REQUIREMENTS

The educational equivalent to a high school diploma. Ability to plan and organize comprehensive reports. Knowledge of analysis techniques and procedures. Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook. The educational equivalent to a bachelor's degree in business, marketing, journalism or related field from an accredited college or university is preferred.

("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.)