

# Missouri Department of Transportation

Code: R01022

Title: Administrative Technician

Exemption Status: Non-Exempt

Grade: 6

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## Job Description

**Effective Date** 01-01-2014

**Replaces  
(Effective Date)** 08-01-2005

**General Summary** The administrative technician provides paraprofessional or technical support to one or more professionals in a unit, relieving professional staff of less complex professional responsibilities. Work is performed under moderate supervision.

**Minimum/Required  
Qualifications** High School Diploma or GED/HiSET  
Two years of advanced (beyond entry-level) clerical experience.

**Supervisory  
Responsibilities** None

**Location** Central and District Offices

**Special Working  
Conditions/Job  
Characteristics** Job requires occasional, statewide, overnight travel.

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## Examples of Work

- (1) Researches and gathers information utilizing a variety of methods (e.g., computer, phone, etc.) and from a variety of sources (e.g., federal agencies, vendors, contractors, co-workers, city and county governments, etc.) to assist professional staff with data collection responsibilities.
- (2) Organizes and manipulates data using spread sheeting or database applications for the purpose of maintaining information or converting information from one form or format to another.
- (3) Reviews forms, applications, financial statements, or other documents to ensure accuracy and compliance with department program guidelines or procedures.
- (4) Serves as a point of contact for questions from internal and external customers, both requesting and providing information related to routine issues or acts as a liaison on complex issues.
- (5) Enters information into, maintains, and updates complex databases or spread sheets; conducts moderately complex analysis of information by examining for trends, outliers, or inconsistencies with previously reported data.
- (6) Tracks and monitors information utilizing a variety of methods on an ongoing basis (e.g., through phone verification, electronic reconciliation, comparisons with other individuals'/agencies' information, etc.).
- (7) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**