

Missouri Department of Transportation

Code: R01023

Title: Senior Administrative Technician

Exemption Status: Non-Exempt

Grade: 8

Job Description

Effective Date 01-01-2014

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

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

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Two years of experience as an administrative technician.

**Supervisory
Responsibilities** None

Location Central and District Offices

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

Examples of Work

- (1) Serves as the primary contact regarding an administrative or technical program or policy; answers questions and attends meetings regarding the program; monitors compliance with program by reviewing reports, forms, applications, or other documents; develops or modifies processes or procedures as necessary; and provides training to department personnel as needed.
- (2) 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.
- (3) Organizes and manipulates data using complex spread sheeting or database applications for the purpose of maintaining information or converting information from one form or format to another.
- (4) Reviews forms, applications, financial statements, or other documents to ensure accuracy and compliance with department program guidelines or procedures; serves as a point of contact for questions from internal and external customers, including, but not limited to, vendors, contractors, co-workers, and state and federal agencies, both requesting and providing information or acting 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) Combines or compiles information from different sources and organizes it into a variety of usable forms.
- (8) Analyzes data and uses the information to produce written and data based reports, correspondence, or to develop recommendations for professional staff.
- (9) 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.