

Missouri Department of Transportation Job Description

Job Title: Administrative Technician

Title Code: R01022

Salary Grade: 2

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices

Effective Date: 12-16-2024

Replaces (Effective Date): 10-01-2022

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

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

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.