Missouri Department of Transportation Job Description

Job Title: Senior Administrative Technician

Title Code: R01023

Salary Grade: 4

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 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 related experience.

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.