



ADE
Human Resources – Room 204B
4 Capitol Mall
Little Rock, AR 72201
(501) 682-4210

Vacancy Announcement

May 5, 2008

ADMINISTRATIVE ASSISTANT II

2208-2717

Grade 17

Arkansas Public School Computer Network

Closing Date: May 16, 2008

**Position will be closed after ten working days from date of listing or until filled.
Application review will begin on May 19, 2008.**

DUTIES:

This position will work under the general supervision of the APSCN Internal Operations Coordinator and will be responsible for an efficiently functioning office. Duties may include assigning tasks to secretaries; responsible for staff leave, calendars, itineraries and expense reports, all office purchases, and tracking and maintaining inventory. Assists with various projects; creates, maintains, and updates computer records and files, and paper filing system; uses various software applications (Microsoft Word, Excel, Access, Outlook, PowerPoint, etc.); reviews, edits, and/or prepares correspondence and other documentation; may also assist in web site maintenance.

SPECIAL REQUIREMENTS:

Excellent grammar, punctuation and spelling; knowledge and ability to operate personal computer using Windows Office System and Microsoft Office Professional Suite; and typing at 60 wpm. Must have good telephone skills and ability to operate standard office equipment; must be able to take direction from supervisor and work cooperatively and effectively with others.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a bachelor's degree in business administration, office administration, or related field; plus one year of experience in specialized or a related field applicable to work performed; or the formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus five years of experience in specialized or a related field applicable to work performed. Other job-related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources, Room 204B, 4 Capitol Mall, Little Rock, Arkansas 72201, (501) 682-4211. **Visit our website at <http://www.arstatejobs.com> or ArkansasEd.org.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.