



## POSITION VACANCY ANNOUNCEMENT

September 9, 2009

**Closing Date: September 15, 2009**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on September 16, 2009).

**Title: ADMINISTRATIVE SPECIALIST III**

**Position Number: 2208-2896**

**Grade: C112**

**Academic Accountability**

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### **DUTIES:**

Coordinate office staff activities; prepare office correspondence and reports; maintain legal files; research and prepare special reports, provide technical assistance and information on agency policies and procedures to educators in the field; produce reports, graphs and spreadsheets requested from school districts, ADE and the legislature; pull testing information from database to assist with developing the Annual School Report Card; develop and conduct unit instructional manuals and provide training to unit staff regarding software programs and administrative functions; perform other duties and special projects as assigned by the Assistant Commissioner of Academic Accountability.

### **SPECIAL REQUIREMENTS:**

Successful applicant seeking this position will possess research skills; knowledge of computers and software (WordPerfect, Microsoft Word, PowerPoint, Excel, and Outlook); good oral and written communication skills, mathematic ability and administrative skills.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

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 three years of experience in specialized or a related field applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PENDING HIRING FREEZE APPROVAL**

### **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 Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. Visit our website at [Arkansased.org](http://Arkansased.org) or [www.arstatejobs.com](http://www.arstatejobs.com). 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.