



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 204B
Little Rock, Arkansas 72201-1019
501-682-4210

POSITION VACANCY ANNOUNCEMENT

September 11, 2009

Closing Date: September 17, 2009

(Position will close after five working days from date of listing or until filled.
Application review will begin on September 18, 2009).

Title: ADMINISTRATIVE SPECIALIST III

Position Number: 2208-2754

Grade: C112

Fiscal and Administrative Services

DUTIES:

This position will work under general supervision and will be responsible for performing a wide variety of office duties including providing backup for the ADE receptionist; creating and maintaining various records, confidential files, and databases. Other duties may include performing timekeeper functions, processing mail, staff travel and tracking purchases; preparing letters and reports; providing clerical support to administrative staff; entering data or word processing using current computer software; maintaining office equipment, supplies and inventory; and assisting in special projects and other duties as required.

SPECIAL REQUIREMENTS:

Successful applicant seeking this position will possess excellent grammar, punctuation and spelling; knowledge and ability to operate a personal computer using Windows Office Suite and Microsoft Office Professional; typing at 60 words per minute; must have good telephone skills and ability to operate standard office equipment; must be able to take directions from supervisor and work cooperatively and effectively with others.

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.

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 or 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.