



## POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

October 26, 2009

**Closing Date: October 30, 2009**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on November 2, 2009).

**Title: ADMINISTRATIVE SPECIALIST II**

**Position Number: 2208-2799**

**Grade: C109**

**Professional Licensure**

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### **DUTIES:**

This position will be responsible for all data entry pertaining to background checks for non-certified/classified school district employees and maintenance and updating of information. This position will also be responsible for mailing verification letters to appropriate individuals and answering inquiries concerning these background checks. Provide clerical assistance in the form of faxing, copying, answering phones, filing and assisting with the Unit's incoming and outgoing mail.

### **SPECIAL REQUIREMENTS:**

Applicant must have good data entry and telephone skills, knowledge and good use of general office procedures, grammar, punctuation and spelling. Applicant must also have knowledge of and be able to effectively and efficiently operate a computer, fax machine, copier and printer; must be able to take directions well from supervisor, work at a variety tasks and work cooperatively and effectively with others in the work environment.

### **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.

### **ALL APPLICANTS MUST SCHEDULE TO TAKE THE REQUIRED SECRETARIAL SKILLS AND TYPING TEST**

### **Minimum Qualifications:**

The formal education equivalent of a high school diploma, plus two years of experience in a specialized or related area 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 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](http://www.arkansased.org) or <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.