



## POSITION VACANCY ANNOUNCEMENT

October 28, 2009

**Closing Date: November 3, 2009**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on November 4, 2009).

**Title: ADMINISTRATIVE SPECIALIST II**

**Position Number: 2208-2770**

**Grade: C109**

**School Improvement/ACSIP**

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### **DUTIES:**

This position will be responsible for assisting with and providing support services. This includes, but is not limited to, acting as receptionist and performing general secretarial duties such as answering telephones, copying various materials, typing memos, letters and reports; assisting in maintaining unit's personnel leave records, time sheets, filing systems; sorting, disseminating and preparing mail and correspondence; assisting in and preparing travel reports; maintaining supplies for unit and setting up for meetings, conferences and workshops including location, lodging and catering.

### **SPECIAL REQUIREMENTS:**

Knowledge of record keeping procedures; knowledge of principles and practices of mathematics and statistics; knowledge of work-related subject area; knowledge of computers and software applications; ability to conduct research and compile data into report form; ability to establish and maintain filing systems; ability to operate standard office equipment; ability to analyze documents to determine compliance rules, regulations, and procedures; ability to communicate both orally and in writing; knowledge of Microsoft programs, Word and Excel, general computer skills, office filing and correspondence experience.

### **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 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.

### **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://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.