



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

**Vacancy Announcement**  
**March 27, 2008**

**SECRETARY I**  
**2208-2848**  
**Grade 11**  
**Professional Licensure**

**Closing Date: April 2, 2008**

Position will be closed after five working days from date of listing or until filled.  
Application review will begin on April 3, 2008.

**DUTIES:**

The Secretary I position for the Professional Licensure Unit will work under the general supervision of a Public School Administrative Advisor. The selected applicant will be responsible for providing secretarial and clerical support to the professional staff. Perform administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing. Extensive software skills are required, as well as Internet research abilities and strong communication skills.

**SPECIAL REQUIREMENTS:**

Knowledge and good use of general office procedures, grammar, punctuation and spelling; knowledge and ability to operate effectively personal computer, word processing applications and support software. Must have good data entry and telephone skills, and be able to route telephone calls effectively and efficiently. Must be able to take directions from supervisor, work at a variety of tasks; ability to operate standard office machines such as fax and copier; and work cooperatively and efficiently with others in 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.

**Applicants must schedule to take the required secretarial skills and typing test.**

**Office of Personnel Management Minimum Qualifications:**

The formal education equivalent of a high school diploma; plus one year of specialized training in the secretarial science field; plus one year of clerical experience. 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](http://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.