



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

Vacancy Announcement – Re-advertised
April 16, 2008

SECRETARY I
2208-2804
Grade 11
Special Education – Non-Traditional Programs

Closing Date: April 22, 2008

Position will be closed after five working days from date of listing or until filled.
Application review will begin on April 23, 2008.

DUTIES:

Performs general secretarial duties (typing, filing, collating, in preparing materials); operates general office equipment; acts as receptionist; assists in and supports activities of Administrator and Supervisors; performs other duties as assigned.

SPECIAL REQUIREMENTS:

Type 45 words per minute; and proficient in Microsoft Word, Excel, and PowerPoint.

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.** 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.