



POSITION VACANCY ANNOUNCEMENT

December 30, 2011

Closing Date: January 6, 2012

(Position will close after five working days from date of listing or until filled.
Application review will begin on January 9, 2012).

Title: ADMINISTRATIVE SPECIALIST III

Position Number: 2208-2773

Grade: C112

Gifted and Talented

DUTIES:

This position will work under general supervision and be responsible for performing a wide variety of office duties including but not limited to: coordinating office activities; providing receptionist/phone duties; filing; pulling and analyzing special reports; compiling financial information used by supervisors; interpreting agency administrative directives, policies and procedures; preparing correspondence, often using complex mail merges; maintaining and ordering supplies; assisting supervisor with leave records, appointment calendar, travel arrangements, reports, scheduling of videoconferences and meetings, preparation of presentation materials, and other duties as assigned.

SPECIAL REQUIREMENTS:

Applicant must possess knowledge of computers and software (Microsoft Office) including strong skills using spreadsheets in Excel and Access. Applicant must have the ability to prepare, present, and review oral and written information and reports; manage large and diverse databases, interpret and apply policies and procedures; analyze financial records and prepare reports; plan and organize work; and maintain an efficient and organized office.

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.

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 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. Visit our website at Arkansasased.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.