



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 112B
Little Rock, Arkansas 72201-1019
501-682-4210

POSITION VACANCY ANNOUNCEMENT

January 31, 2012

Closing Date: February 6, 2012

(Position will close after five working days from date of listing or until filled.
Application review will begin on February 7, 2012).

Title: ADMINISTRATIVE SPECIALIST III

Position Number: 2208-2884

Grade: C112

Financial Accountability and Reporting

DUTIES:

This position will provide administrative support functions for the entire staff of the Accountability and Reporting unit within the Fiscal and Administrative Services Division; perform daily general office duties necessary to the efficient and effective operation of the unit; responsible for assisting in receiving and verifying ADM audits; research, track and maintain data on county elections, maintain data on property assessments, verify data districts post to their websites on personnel policies and salary schedules; provide support for payments for the School Worker Defense Program and provide support for the Advisory Board meetings; maintain conference room calendar, monitor supplies and place orders as needed or requested; monitor and track inventory; submit invoices for approval; monitor in-coming and out-going mail; produce merged data letters and databases using Microsoft Word and Excel; provide information and assistance to district personnel; and perform related duties as required.

SPECIAL REQUIREMENTS:

Knowledge of computers and software application (specifically Microsoft Office Suite); ability to prepare, present and review oral and written information and reports; ability to research and analyze related data and information; knowledge of organizational techniques and skills; ability to develop, recommend, interpret and apply policies and procedures; ability to analyze financial records and prepare reports.

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 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 Arkansased.org](http://Arkansased.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.