



POSITION VACANCY ANNOUNCEMENT

August 26, 2008

Closing Date: September 9, 2008

(Position will close after ten working days from date of listing or until filled.
Application review will begin on September 10, 2008).

Title: ADMINISTRATIVE ASSISTANT II

Position Number: 2208-2743

Grade: 17

Coordinated School Health

DUTIES:

This position will be responsible for supervising support staff, compiling budget data and maintaining financial ledger. Assists with tracking grantee budgets and applications; maintains and updates research information files; assists with research and analysis techniques; interprets agency directives; maintains unit records, appointments, and calendars; prioritizes incoming correspondence. Attends meetings and workshops; and works with various computer programs: Excel, WordPerfect, Word, Access and PowerPoint.

SPECIAL REQUIREMENTS:

Possess knowledge of principles and practices of mathematics and business; must be able to travel throughout the state.

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.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a bachelor's degree in business administration, office administration, or related field; plus one year of experience in specialized or a related field applicable to work performed; or 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 five years of experience in specialized or a related field applicable to work performed. 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 Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. [Visit our website at http://www.arstatejobs.com](http://www.arstatejobs.com) or [ArkansasEd.org](http://www.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.