



POSITION VACANCY ANNOUNCEMENT

August 21, 2008

Closing Date: September 3, 2008

(Position will close after ten working days from date of listing or until filled.
Application review will begin on September 4, 2008).

Title: COMPUTER OPERATOR II

Position Number: 2208-2734

Grade: 15

Network and Desktop Support

DUTIES:

Provide user support for existing PC operating systems, related hardware, and all software approved for placement on the Arkansas Department of Education (ADE) network. Utilize ADE online help system for monitoring and resolving user related problems; install PCs and laptop computers for ADE staff including installation of software necessary for networking and job performance; rebuild computer systems when required; perform other duties and special projects as required.

SPECIAL REQUIREMENTS:

Must be proficient and have working knowledge of current and previous versions of the Microsoft Office Professional Suites, current version of the Windows Operating System, and the use of the Internet and electronic mail. Must be able to administer and maintain desktop and troubleshooting activities, able to perform research activities using the Internet and other media, and possess excellent oral communication and technology skills.

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 high school diploma; plus one year of specialized training and two years of experience in computer operations or a related area. 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> 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.