



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

Vacancy Announcement

July 14, 2008

EXECUTIVE SECRETARY/ADMIN SECRETARY

2208-2834

Grade 14

Child Nutrition

Closing Date: July 25, 2008

Position will be closed after ten working days from date of listing or until filled.
Application review will begin on July 28, 2008.

DUTIES:

This position will work under the general supervision of the Director of Child Nutrition Unit and will provide administrative/secretarial support and assistance for the Director. Maintains office information system/ organization and provides office management and organization support; researches and gathers information for meetings and reports, maintains and prepares personnel documents and reports; sets up and maintains filing systems; serves as office receptionist for the Director, reads and routes incoming mail and coordinates reoccurring administrative activities.

SPECIAL REQUIREMENTS:

A minimum of two years experience in administrative office/clerical support; ability to operate personal computer and use word processing, spreadsheet and database software; above entry-level experience in Word, Access and Excel.

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 two years of specialized training in office administration, secretarial science or a related field; plus two years of secretarial experience, including one year in a leadership capacity. 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.