



POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

August 21, 2008

Closing Date: August 27, 2008

(Position will close after five working days from date of listing or until filled.
Application review will begin on August 28, 2008).

Title: SECRETARY I

Position Number: 2208-2826

Grade: 11

Child Nutrition

DUTIES:

This position will be responsible for entering Child Nutrition data, completing and reproducing materials for eight Child Nutrition area specialists; compiling and maintaining materials needed by area specialists to perform coordinated review effort (CRE); making and confirming travel arrangements for Child Nutrition supervisor and eight area specialists; entering claims for Child Nutrition program reimbursements as requested; acting as back-up receptionist and performing other duties and special projects as assigned.

SPECIAL REQUIREMENTS:

Ability to operate personal computer and use word processing, spreadsheets and database software; proficiency required in Word, Excel and PowerPoint.

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 REQUESTED SECRETARIAL SKILLS AND TYPING TEST.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a high school diploma, plus one year of specialized training in the secretarial science field; plus one year of clerical experience. 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.