



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

Vacancy Announcement

July 18, 2008

SECRETARY II

2208-2833

Grade 13

Grant Initiatives/Early Childhood

Closing Date: July 24, 2008

Position will be closed after five working days from date of listing or until filled.

Application review will begin on July 25, 2008.

DUTIES:

Assist and provide secretarial support for the Grant Initiatives/Early Childhood Program Coordinators; act as receptionist and perform general secretarial duties; maintain office information system and provide office management and organization support; prepare grant files, reports, records, and training materials; review budgets and monitor various programs; ability to make various phone calls regarding programs; coordinate, organize and manage office activities; organize, prepare and arrange details related to workshops, conferences, other meetings, and annual grant reviews; make travel arrangements, and distributes materials to grantees; prepare and follow various department procedures; process grant awards and documents; ability to submit documents in a timely manner; type and maintain various documents using computer software, such as Word, Excel, Access, and Outlook; perform other duties as assigned.

SPECIAL REQUIREMENTS:

Successful applicant must have good communication skills and be able to communicate with local school districts as a secretary/receptionist; ability to travel in state or out-of-state as needed; ability to operate computer and proficient in Word, WordPerfect, Excel, Access, and PowerPoint.

Applicants must schedule to take the required secretarial skills and typing test.

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 in the secretarial science field; plus three years of secretarial 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, 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.