



Position Vacancy Announcement

August 7, 2008

Closing Date: August 13, 2008

(Position will close after five working days from date of listing or until filled. Application review will begin on August 14, 2008).

Title: SECRETARY I

Position Number: 2208-2718

Grade: 11

Arkansas Public School Computer Network (APSCN)

DUTIES:

Greets visitors, answers telephones, routes calls and takes messages. Process in-coming and prepare out-going mail; review travel reimbursement forms for accuracy, maintain inventory records, perform various forms of data entry to maintain statistical data, reproduce paper copies as requested, and perform other general office duties as assigned by supervisor.

SPECIAL REQUIREMENTS:

Possess general computer skills, knowledge of Microsoft Office Suite and Windows Operating System; type at 40 words per minute, good communication, writing and grammar skills.

ALL APPLICANTS MUST SCHEDULE TO TAKE THE REQUESTED 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 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.