

Arkansas Department of Career Education

ADMINISTRATIVE SPECIALIST II Job Vacancy Announcement

Recruitment Period: October 26, 2016 through November 08, 2016

Position Number: 22081667 Class Code: C073C Grade: C109

Entry Level Salary: \$21,827.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an ADMINISTRATIVE SPECIALIST II position. The Administrative Specialist II is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Administration Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached ADMINISTRATIVE SPECIALIST II Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., November 08, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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ADMINISTRATIVE SPECIALIST II Functional Job Description
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Position Summary

The Administrative Specialist II is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Duties and Responsibilities

Researches various data storage and/or computer records to obtain information and compiles data for reports. Composes and types routine correspondence and form letters, maintains activity logs and/or financial ledgers, and submits reports to supervisor. Reviews documents including applications, forms, vouchers, records, and reports for accuracy, completeness, and compliance with laws and regulations, makes necessary corrections, and assigns file numbers. Provides information, assistance, and clarification to interested parties concerning agency/institution policies and procedures. Assists in developing or revising agency/institution policies, procedures, and directives based on research findings and compiles financial information used to formulate budget proposals and monitor expenditures. Performs other duties as assigned.

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Job Duties and Responsibilities continued

Prepare Discharge Summaries involving services provided by ACTI using existing forms.

Research and gather documentation regarding a specific topic or situation.

Organize and compile information in a systematic manner.

Create and prepare reports.

Assist in accounting and purchasing functions of the section.

Proofread documents for grammar, punctuation, spelling, and mathematical errors.

Maintain various filing systems for financial records.

Maintain filing systems, both hard copy and electronic.

Make written and oral presentations and reports.

Perform a variety of tasks that require attention to detail.

Operate computers, projectors and usual office equipment.

Collaborate with others internally and externally.