

Arkansas Department of Career Education
Administrative Specialist I Job Vacancy Announcement
Recruitment Period:

Monday, October 31, 2016 through Friday, November 04, 2016

Position Number: 22081661

Classification Title: Administrative Specialist I Class Code: C087C

Grade: C106 Entry Level: Salary: \$18,855

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for an Administrative Specialist I position. The Administrative Specialist I is responsible for examining and verifying documents, preparing routine correspondence, and maintaining files. The position will provide information, assistance, and clarification to interested parties concerning agency/institution policies and procedures. Great communications and customer service skills are required. This position is located in the El Dorado Field Office, 708 W. Faulkner, El Dorado, Arkansas 71730.

Thoroughly read the attached Administrative Specialist I 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 <http://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 Arkansas Relay Service 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., Friday, November 04, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division 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.

Arkansas Department of Career Education

Administrative Specialist I Functional Job Description

Position Number: 22081661

Classification Title: Administrative Specialist I Class Code: C087C Grade: C106

Education and Professional Work Experience

The formal education equivalent of a high school diploma. 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.

Preferred Qualifications

Proficient in Microsoft Office Suites

Experience in working with people with disabilities

Job Responsibilities and Expected Results

Review documents including applications, forms, vouchers, records, and reports for accuracy and completeness of information and compliance with laws and regulations, makes necessary corrections, and assigns file numbers.

Contact submitting agency/institution or individual to obtain additional information or to correct discrepancies in documents, and sends notification of acceptance/rejection.

Research various data storage and/or computer records to obtain information and compiles data for reports.

Establish document files and maintains files by updating and purging as needed.

Enter data into computer system and makes changes and/or corrections.

Maintain activity log and/or financial ledger and submits reports to supervisor.

Compose and type routine correspondence and form letters

May calculate rates, fees, taxes, assessments, and fines.

Performs other duties as assigned.