

Arkansas Department of Career Education

Administrative Specialist III

Job Vacancy Announcement

Recruitment Period:

Monday, September 12, 2016 through Friday, September 16, 2016

Position Number: 22081731 Class Code: C056C Grade: C112

Entry Level: Salary: \$25,268

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for an Administrative Specialist III position. The Administrative Specialist III is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. 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. An applicant with experience working with people with disabilities is preferred. This position is located in the Central Office, 525 West Capitol Avenue, Little Rock, Arkansas 72201.

Thoroughly read the attached Administrative Specialist III 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, September, 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 III Functional Job Description

Position Number: 22081731 Class Code: C056C Grade: C112

Position Summary

The Administrative Specialist III 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 Responsibilities and Expected Results

Provide information and assistance to office staff, visitors and callers.

Provide clerical help, process authorizations and input client information into our computer for counselors.

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

Compose and type routine correspondence and form letters, maintains activity logs and/or financial ledgers, and submits reports to supervisor.

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

Provide information, assistance, and clarification to interested parties concerning agency/institution policies and procedures.

Assist in developing or revising agency/institution policies, procedures, and directives bases on research findings and complies financial information used to formulate budget proposals and monitors expenditures.

Perform other duties as assigned.