Arkansas Department of Career Education

Administrative Specialist II Job Vacancy Announcement

Recruitment Period:

Wednesday, August 10, 2016 through Wednesday, August 17, 2016

Position Number: 22081656

Classification Title: Administrative Specialist II Class Code: C073C

Grade: C109 Entry Level: Salary: $21,827

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for 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. 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 Jonesboro Field Office, 2920 Longview Dr., Jonesboro, Arkansas 72401.

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 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 ADA Relay System at 1-800-285-1121.

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., Wednesday, August 17, 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: 22081656

Classification Title: Administrative Specialist II Class Code: C073C Grade: C109

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 Responsibilities and Expected Results

Perform immediate and advanced functions on office machinery, use a computer to perform internet searches, send e-mails with attachments, use spreadsheets, and use Microsoft Office with proficiency

Meet and greet Arkansas Department of Career Education- Rehabilitation Services Division clients and visitors

Answer telephones and transfer to appropriate staff members

Compose and modify routine correspondence and form letters using Microsoft Office, Page Maker, Adobe, and other computer software.

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

Maintain hard copy and electronic filing system

Setup and coordinate meetings and conferences

Maintain and distribute weekly schedules

Provide information, assistance, and clarification to interested parties concerning agency/institution policies and procedures while using discretion and preserving confidentiality

Perform other duties as assigned

Experience in working with people with disabilities