

# **Arkansas Division of Workforce Services**

## **Services for the Blind**

### **Administrative Support Specialist**

#### **Job Vacancy Announcement**

#### **Recruitment Period:**

**Friday, October 8, 2021 to Thursday, October 21, 2021**

**Position Number: 22102524 Class Code: C072C Grade: GS04**

**Entry Level Salary: \$29, 046**

The **Arkansas Division of Workforce Services – Services for the Blind** is recruiting for an **Administrative Support Specialist** position. The **Administrative Support Specialist** is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is located in the **Central Office, 1 Commerce Way, #4, Little Rock, AR 72202**.

Thoroughly read the attached **Administrative Support Specialist** functional job description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the ARCareers website.

#### Employment Application Procedure

Apply online through the ARCareers website at <https://arcareers.arkansas.gov/>. 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 ARCareers website by **11:59 p.m., Thursday, October 21, 2021**.

Arkansas Division of Workforce Services 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 accommodations needed to participate in our application process.

## **Arkansas Division of Workforce Services**

### **Services for the Blind**

#### **Functional Job Description: Job Title – Administrative Support Specialist**

**Position Number: 22102524 Class Code: C072C Grade: GS04**

**Funding Source: 78.7% Federal 21.3% State**

#### **Position Summary**

The Administrative Support Specialist for the Division of Services for the Blind (DSB) Field Administrator is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and agency/institution policy.

#### **Education and Professional Work Experience**

##### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a high school diploma; plus, four years of experience in a specialized or related area applicable to the work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

##### **PREFERRED QUALIFICATIONS**

Proficiency in Word, Outlook and Excel. Occasional overnight travel in-state and/or out of state is required for training or other assignments. May be required to work nights and weekends in support of board meetings and other agency initiatives.

##### **KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of applicable laws and regulations.

Knowledge of computers and software applications.

Knowledge of basic accounting principles.

Knowledge of filing and recordkeeping procedures.

Knowledge of customer service principles.

Ability to perform data entry.

Ability to compose and edit correspondence, reports, and other documents.

Ability to make decisions within prescribed boundaries.

Ability to coordinate, instruct and review the work of others as a lead worker or to serve in a supervisory capacity.

#### **Job Responsibilities and Expected Results**

Job Duties & Responsibilities Administrative and technical support:

Coordinates assignments from the DSB Field Administrator to other staff.

Composes, types and produces material as directed.

Maintains archives and indexes of DSB Field Policies, Procedures and Directives.

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Monitors and maintains assignment log and prompts action for adherence to time frames.

Coordinates travel arrangements and related reimbursements for DSB Field Administrator.

Serves as backup to pick up, sort and direct mail per mail directive and routes office mail.

Files and retrieves records.

Serves as back up to DSB phone line and coordinates with DSB receptionist for duties as needed.

Oversees and assists with tracking the distribution of Independent Living Supplies.

Coordinates orders of IL supplies to expend the grant as directed by the Field Administrator.

Prepares ad-hoc reports, under the direction of the Field Administrator, as needed for DSB management.

Provides support to Director's assistant in preparation and during quarterly board meetings.

Acts as assistant to DSB Director or Assistant Director when the Director's or Assistant Director's assistant is absent.

Creates and reviews authorizations and group service authorizations as necessary.

Pays any authorizations or group authorizations for Field Administrator when directed.

Archives, protects & oversees timely destruction of confidential and other records in compliance with departmental policy.

Serves as primary administrative support to public forums and other events related to the state rehabilitation plan and Older Blind Advisory Committee.

Serves as alternate administrative support to DSB Board Meetings as directed by DSB Director.

Serves as instructor and mentor to administrative personnel assigned to DSB Area Supervisors to ensure flow of daily communication and to be certain that pertinent concerns are brought to the attention of the Field Services Administrator.

Monitors clerical workloads to ensure even distribution and cooperation between personnel and provides feedback to Administrator.

Tracks and assists with documentation for the Field Administrator related to purchase requests, 8004, and other items as requested.

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Statistical analysis:

Assists DSB Field Administrator and managers to develop and analyze data in order to achieve maximum utilization of both federal, state and other funding.

Assists in the completion of federal and state financial reports.

Develop spreadsheets as assigned and within time frames provided.

Perform other duties as assigned.