

# **Arkansas Division of Workforce Services**

## **Services for the Blind**

### **Administrative Specialist II**

#### **Job Vacancy Announcement**

##### **Recruitment Period:**

**Thursday, October 14, 2021 to Tuesday, October 26, 2021**

**Position Number: 22101266 Class Code: C073C Grade: GS03**

**Entry Level Salary: \$26,034**

The **Arkansas Division of Workforce Services – Services for the Blind** is recruiting for an **Administrative Specialist II** position. The **Administrative Specialist II** works under general supervisor of the Area Field Supervisor and is responsible for the timely and accurate production of documentation required of the supervisor. This position is located in the **Fayetteville Office, 2143 W. MLK Blvd, Fayetteville, AR 72701.**

Thoroughly read the attached **Administrative Specialist II** 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., Tuesday, October 26, 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 Division of Services for the Blind (DSB) Administrative Specialist II for DSB Field Services works under general supervisor of the Area Field Supervisor and is responsible for the timely and accurate production of documentation required of the supervisor.

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

##### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a high school diploma; plus, three 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.

##### **PREFERRED QUALIFICATIONS**

Basic computer skills required. Occasional overnight travel in-state and/or out-of-state is required for training or other assignments. Selectee must pass drug test, maltreatment adult and child registry check prior to permanent hire, and is subject to subsequent random drug testing and background checks.

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

Knowledge of record keeping procedures.

Knowledge of the principles and practices of mathematics and statistics.

Knowledge of work-related subject area.

Knowledge of computers and software applications.

Ability to conduct research and compile data into report form.

Ability to establish and maintain filing systems.

Ability to operate standard office equipment.

Ability to analyze documents to determine compliance with rules, regulations, and procedures.

Ability to communicate both orally and in writing.

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

Data Entry and Maintenance:

Prepare authorizations for payment within the same day of receiving the notice to authorize the services in AWARE.

Review authorization Current Procedural Terminology (CPT) billing codes for accuracy verifying completeness.

Check accuracy of figures, calculations and posting pertaining to financial transactions.

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Operate AWARE database to input financial authorizations; adjust financial authorizations by debiting, crediting and totaling accounts using AWARE software.

Review budgets to ensure adequate availability of funding. Print financial reports weekly.

Contact vendors to obtain signed authorizations, proper medical documentation, and invoices to meet DSB billing requirements; should communicate with vendors and other customers to provide information regarding status of accounts or other related transactions.

Enter application information and case narratives as dictated by counselor.

Prepare forms, correspondence, reports, and other documents utilizing appropriate software.

On the first day of every month, print timeline reports including Application Status 60-day Eligibility expiration report; Eligible Status cases approaching 90-day time limit to complete the initial IPE; Employed Status cases including the date entered into status; 90-day narrative report; annual reviews that are due report.

**Case File Management:**

Maintain manual and computerized files, strict adherence to the Case Service Record Filing Procedures.

File client data material in case record on a weekly basis; perform timely destruction of confidential material and other records, in compliance with departmental policy.

Keep a current listing of transition contacts and with the Vocational Rehabilitation Counselor (YRC) direction, send out transition related materials in at least September and February or as assigned.

Create contact letters to consumers to update case file management (job contact letters; job fair information; consumer contacts who have not participated in 90 days; student contact letters to update grades, class schedules, Pell grant information, etc.)

**General Office Support:**

The Administrative Specialist II has primary responsibility as receptionist for their DSB local office; the Administrative Specialist II may be responsible for scheduled relief of the DSB receptionist; obtain information and direct calls to appropriate party; greet visitors, copy and collate materials for distribution; assist with meeting arrangements upon request; serve as mentor to a new Administrative Specialist II upon Administration request.

In the absence of a YRC, the Administrative Specialist II will assist consumer with completing

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applications and/or paperwork as needed.

Upon request, make appointments and travel arrangements; maintain calendar for staff.

Assist and participate in public relations events to promote outreach, employment, and disability awareness.

Assist with coordination and maintenance of State vehicles.

Inputting State vehicle reservations as requested and maintain State vehicle travel log by entering the employee's name, date reserved and destination.

Provide the gas receipts immediately after the last day of the month to designated personnel.

Transport visually impaired employees and consumers as required.

Will record and maintain office minutes within directive.

Will participate with caseload.

Caseload Management with Oversight:

Provides direct caseload management with the direction of the YRC or in the absence of the assigned YRC with the direction of the supervisor.

1). Monitor the incoming invoices and authorizations, contact vendors to ensure information is received and correct for payment, (submit to the supervisor for final payment approval in the absence of the YRC).

2) Alert YRC (or supervisor in the absence of the YRC) to clients approaching the 60-day eligibility expiration; clients requiring amended IPEs; Employed Status reports. Responsible for inputting authorizations, authorization narratives, other contact narratives into AWARE at the YRC or Supervisor's direction. Complies with all applicable federal, state and agency policies, procedures, and time frames.

Perform other duties as assigned.