

Arkansas Division of Workforce Services

Services for the Blind

Administrative Specialist III

Job Vacancy Announcement

Recruitment Period:

Friday, November 12, 2021 to Monday, November 22, 2021

Position Number: 22100553 Class Code: C056C Grade: GS04

Entry Level Salary: \$29,046

The **Arkansas Division of Workforce Services – Services for the Blind** is recruiting for an **Administrative Specialist III** position. The **Administrative Specialist III** provides advanced level clerical services to the Area Supervisor in routine matters involving client services, personnel, purchasing, contracts, recruitment, equipment maintenance, accommodation to persons with disabilities, etc. and specialized services in the targeted program area assigned to the supervisor to the supervisor statewide. This position is located in the **Jonesboro Office, 2311 E. Nettleton Ave., Jonesboro, AR 72401.**

Thoroughly read the attached **Administrative Specialist III** 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., Monday, November 22, 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.

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Functional Job Description: Job Title – Administrative Specialist III

Position Number: 22100553 Class Code: C056C Grade: GS04

Funding Source: 78.7% Federal 21.3% State

Position Summary

The Administrative Specialist III for the Northeast service area works under general supervision of the Area Supervisor and is responsible for supporting the day-to-day administrative and programmatic duties of the Area Supervisor. The position provides advanced level clerical services to the Area Supervisor in routine matters involving client services, personnel, purchasing, contracts, recruitment, equipment maintenance, accommodation to persons with disabilities, etc. and specialized services in the targeted program area assigned to the supervisor to the supervisor statewide.

The Administrative Specialist III serves as trainer and mentor to the administrative specialists in the service area who support the counselors and as mentor to the other DSB Administrative Specialist III as assigned. This position is subject to state and federal law and. division and departmental policies and directives.

Education and Professional Work Experience

MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma; plus, one year of advanced training in bookkeeping, accounting or business education; plus, four years of experience in bookkeeping, payroll processing or a related field.

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 the principles and practices of mathematics and statistics.

Knowledge of research and analysis techniques and methods.

Knowledge of work-related subject area.

Knowledge of computers and software applications.

Ability to prepare, present, and review oral and written information and reports.

Ability to research and analyze related work program information.

Ability to develop, recommend, interpret, and apply policies and procedures.

Ability to analyze financial records and prepare reports.

Ability to plan, organize, and direct the work of others.

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Job Responsibilities and Expected Results

Administrative/Technical Support and Documentation:

Serves as advanced level clerical support to the Area Supervisor.

Develops and monitors daily schedules and project calendars.

Receives, documents, and distributes daily section mail.

Produces correspondence, hire packets and scheduling of interviews for the Area Supervisor.

Keys information from source documents and data entry ensuring accuracy and completeness of data.

Processes other various reports and communications as needed.

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.

Draft correspondence and develops monthly car logs and quarterly mail and phone schedules.

Keys monthly vehicle reports.

Liaison Activities:

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

Monitors clerical workloads to ensure even distribution and cooperation between personnel and provides feedback to the Area Manager.

Serves as mentor to administrative support personnel in the Field Services Area and takes lead role assisting new administrative assistants to become familiar with DSB policies.

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Acts as liaison on behalf of the Area Manager to advance communication with rehabilitation service providers, consumers, and the general public by answering questions, providing information, attending meetings, and facilitating the progress of section and agency goals as directed.

Works with the Area Manager assists Administrative and other DSB staff in completing tasks for Statewide or other meetings as needed.

Special Projects:

Format and provide other materials according to media preferences for DSB consumers and staff.

Be involved in other DSB initiatives including Jump-Start, Support Groups, Information Fairs, Consumer of the Year, etc.