

## **ADMINISTRATIVE SPECIALIST II**

The University is accepting applications for the position of Administrative Specialist II in the Athletics Department. The Administrative Specialist II is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties.

### **DUTIES AND RESPONSIBILITIES**

- Composes and types routine correspondence and form letters; maintains activity logs and/or financial ledger; and submits reports to supervisor.
- Reviews documents including applications, forms, vouchers, records, and reports for accuracy and completeness.
- Provides information, assistance, and classification to interested parties concerning agency/institution policies and procedures.
- Operates copier, fax, and other office machines, prepares purchase requisitions, track purchase orders, and
- Performed others duties as assigned.

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

- Knowledge of record keeping procedures.
- Knowledge of computers and software application, etc., Excel, Word, Micro Soft Office Suite.
- Ability to operate standard office equipment.
- Ability to conduct research and compile data into report form.
- Ability to communicate both orally and in writing.

### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area applicable to secretarial work to be performed . Must be able to type a minimum of 50 wpm.

**SALARY: Grade C109 – State Pay Plan**

### **APPLICATION PROCESS:**

Submit an application and resume with the name, address and telephone number of three references to:

Human Resources Department

1200 N. University Drive, Mail Slot #4942

Pine Bluff, AR 71601

**Deadline for Applications: AUGUST 25, 2010**

**Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.** Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

**“UAPB is an Equal Employment/Affirmative Action Employer and full participation  
by Women and Minority Groups is encouraged.”**