
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: ADMINISTRATIVE SUPPORT TECHNICIAN
This position is open to County Employees and the General Public.

POSITION NO: 012

STARTING SALARY: \$23,397 - \$25,497

DEPARTMENT: YOUTH SERVICES (4000)

PRIMARY RESPONSIBILITY / FUNCTION: Responsible for development and maintenance of a computerized record keeping system and provision of general clerical support to the Youth Services departmental staff.

ESSENTIAL JOB FUNCTIONS:

- Develops and maintains a data base for departmental program such as program enrollments and terminations.
- Receives completed program enrollment and termination forms from Our Club sites reflecting participation in after-school and special programs; enters information into computer.
- Utilizes software to generate reports for staff and Department Director.
- Ensures the security of personal information concerning participating youth, volunteers, and employees.
- Maintains hard copy files of all information included in data base.
- Assists supervisor with payroll completion as needed.
- Trains site coordinators in completion of participant paperwork and ordering supplies.
- Maintains and reconciles funds obtained during fundraiser programs; submits to IMS Supervisor.
- Answers and logs incoming departmental telephone calls; provides general information regarding departmental functions and services and directs callers to appropriate staff members; obtains source of program information from callers for marketing purposes.
- Maintains inventory of specified office supplies with approval of Department Director; purchases materials and supplies for Our Club sites and summer programs as needed.
- Prepares general correspondence concerning departmental activities in response to informational requests.
- Records and transcribes minutes of meetings using a digital recorder.
- Makes copies of information as requested by staff.
- Compiles data and prepares reports as requested.
- Assists with special projects as needed.
- Receives and distributes incoming departmental mail.
- Schedules and prepares conference rooms for meetings.
- Performs other related duties as required.

WORKING CONDITIONS:

Work is performed primarily in a smoking-restricted office environment. Occasional trips to various Our Club sites or meetings at other Pulaski County locations are required.

MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalency including advanced training in computer operations, office management, or a related field; considerable work experience with clerical support, records management, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Must possess of be able to immediately obtain a valid Arkansas Driver's license.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, sexual offender check, child maltreatment check, and an adult maltreatment check.

OPEN DATE: 03-09-2018
p.m.)

CLOSE DATE: 03-15-2018 (5:00

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

09 March 2018

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