

DWS  
UI-WORKFORCE SYSTEMS-WIOA-LMI-TANF  
Post Office Box 2981  
Little Rock, Arkansas

ADMINISTRATIVE MEMORANDUM NUMBER 56-21

**Charisse Childers, Ph.D., Director**

**June 23, 2021**

**TO:** All DWS Employees

**SUBJECT:** Announcement of Agency Exempt Position Vacancies

1. **Purpose:** To announce available position vacancies and the acceptance of State of Arkansas applications from Agency employees and other applicants.
2. **General Information:** The following position vacancies is being announced in-house and/or simultaneously (intra-Agency and external) for interested applicants.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
<b>Real Estate Manager</b> Position Number: 22093618 MyARCareers Req# 8342 <b>(Reannouncement)</b>	GS07	1	FMAS/Procurement

**Class Summary:** The Real Estate Manager is responsible for resolving complaints pertaining to alleged violations of the Arkansas Real Estate License Law and the Time-Share law and regulations by licensed Arkansas real estate brokers and salespersons. This position is governed by state and federal laws and agency policy.

**Minimum Qualifications:** The formal education equivalent of a bachelor's degree in business administration, public administration, or real estate related field; plus three years of experience in a real estate related field, including one year in a supervisory capacity.

**Preferred Qualifications**

Active Real Estate license.

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>NUMBER OF POSITIONS</u>	<u>LOCATION</u>
<b>DWS Field Manager II</b> Position Number:22093873 MyARCareers Req# 8842	GS07	1	Jonesboro

**Class Summary:** The Department of Workforce Services (DWS) Field Manager II is responsible for directing the operation of a DWS local office or an Arkansas Workforce Center. This position is governed by state and federal laws and agency/institution policy.

**Minimum Qualifications:** The formal education equivalent of a bachelor's degree in general business, management, public administration, or a related field; plus four years of experience involving DWS programs or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

Job Specifications may be accessed by linking to the Office of Personnel Management web site at [http://www.arkansas.gov/dfa/personnel\\_mgmt/opm\\_classcodes.html](http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html).

**THE INDIVIDUALS SELECTED TO FILL THIS VACANCY WILL BE SUBJECT TO A BACKGROUND CHECK.**

Interested DWS employees and external applicants should **apply online at:**

<https://www.transform.ar.gov/personnel/arcareers/>.

**Closing Date:** Completed applications must be received by Human Resources by 11:59 p.m. June 30, 2021.

3. **Action Required:** Please circulate, have **all employees read and initial**, and post for a **minimum of five (5) working days**.

**Additional questions have been added to the on-line application for some of the Agency position vacancies. Applicants are strongly encouraged to apply on-line, but if you do not have access to the on-line system and must apply via paper application, please contact Human Resources at 501-682-1462 to receive the additional questions. The questionnaire must be completed and submitted with your application to Human Resources by 11:59 p.m. on the closing date.**

4. **Inquiries:** Direct questions to Human Resources, 501-682-1462.
5. **Expiration Date:** June 30, 2021.  
(**Announcement Closing Date:** 11:59 p.m. June 30, 2021).