

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

ADMINISTRATIVE MEMORANDUM NUMBER 70-21

Charisse Childers, Ph.D., Director

August 10, 2021

TO: All DWS Employees

SUBJECT: Announcement of an Agency Non-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 are 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>
Legal Support Specialist Position Number: 22178643 MyARCareers Req# 10540	GS04	2	Board of Review
Legal Support Specialist Position Number: 22093237 MyARCareers Req# 10540			

Class Summary: The Legal Support Specialist is responsible for providing legal administrative support to agency legal personnel. This position is governed by state and federal laws and agency/institution policy.

Minimum Qualifications: The formal education equivalent of a high school diploma, plus two years of specialized training in the legal secretarial or clerical field; plus two years of legal secretarial experience or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

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.

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., August 17, 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:** August 17, 2021.
(**Announcement Closing Date:** 11:59 p.m., August 17, 2021).