

## OFFICE OF PROFESSIONAL PROGRAMS EMPLOYMENT NOTICE

The Office of Professional Programs is now accepting applications for the position of Administrative Assistant (Grade 115) to begin in February 2014. The Office of Professional Programs provides staffing and general administrative support for the State Board of Law Examiners, the Continuing Legal Education Board, the Court Reporter Continuing Education Requirement, the Attorney Ad Litem Education Requirement, and, the Professional Practicum Requirement. The Administrative Assistant will provide secretarial and clerical support to the Executive Director. The Administrative Assistant will also function as the receptionist for the Office of Professional Programs. Qualifications required include excellent grammar, punctuation, and telephone skills as well as proficiency in Microsoft WORD and WordPerfect. The Administrative Assistant will be eligible for most state benefits including state retirement and group health and term-life insurance programs. Applications should be submitted by mail or email to: Nancie Givens, Office of Professional Programs, 2100 Riverfront Drive, Suite 110, Little Rock, AR 72202 or [Nancie.Givens@arkansas.gov](mailto:Nancie.Givens@arkansas.gov). Applicants should include a letter of interest, resume and references. Applications will be reviewed as received in order to fill the position as soon as possible, and will not be accepted after January 24, 2014.