

## NOTICE OF JOB OPENING FORM

Supervising elected official: Judge Troy B. Braswell, Jr.

Fund Number: 1000 Department: 0402

Budget Line Item: 1001-1107

Rate of pay: \$38,000.00 Working hours: M-F 8:00 – 4:30 (some flexibility)

Job Title: Accounting/Administrative Specialist

Job Description: The Administrative Specialist is responsible for coordinating office communication, receiving phone inquiries and office visits, researching and preparing special reports maintaining the integrity of the information and work as a team member with a probation staff. This role requires extensive cross-group coordination at all levels in this friendly and professional work environment.

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Essential job functions: Serves as central support for juvenile officers, greeting those coming in to the juvenile probation office, answers the phone, receipts fines, fees, and enters data into a specialized data base (Contexte). Prepares expense reports, purchase orders, and coordinates payments. Handles confidential and other sensitive data and performs other administrative duties as required to support the mission of the juvenile court. This is a representative summary of the types of duties and responsibilities that would be required of this position and is not to be construed as a declaration of specific or limited duties. The chosen candidate may be required to perform job-related tasks other than those specifically presented in this notice .

Minimum requirements

Education: High school or GED.

Experience: Three (3) years of general office experience with computer-related and data base or accounting software skills.

Skills and knowledge: Proficiency with Microsoft Office Suite and familiarity with computer accounting and/or records data base programs.

Other requirements: Professional atmosphere with limited physical effort. Position requires visual and hearing acuity.

Possession of a valid Arkansas driver's license. Must be able to obtain a State of Arkansas driver's license within 90 days.

Must be of good moral character and at least 21 years of age with the ability to work in a collegial manner with other staff.

**Must pass a Criminal History background check.**

Position posting date: 12.12.25      Position closing date: 12.26.25

Signature of supervising elected official: \_\_\_\_\_

Date: 12/12/25