



Arkansas Forestry Commission
3821 West Roosevelt Road
Little Rock, AR 72204-6396
Phone: 501/296-1940
Fax: 501-296-1973

JOB VACANCY & PROMOTIONAL OPPORTUNITY LIST

AN EQUAL OPPORTUNITY EMPLOYER

October 21, 2009

Please refer to page 2 for Conditions of Employment.

| TITLE LOCATION | ANNUAL SALARY POSITION # | STATE'S MINIMUM QUALIFICATIONS: | APPLICATION MUST BE RECEIVED BY: |
|--|--|--|-------------------------------------|
| <p>Training Instructor Faulkner Co./Greenbrier</p> <p><u>Hiring Authority</u> Arkansas Forestry Commission Rural Fire Administrator Bob Summerville P.O. Box 10 Greenbrier, AR 72058 Phone: 501/679-3183 Fax: 501/679-3500 Email: robert.summerville@arkansas.gov</p> | <p>Position #: 22088796</p> <p>\$30,713 Annually</p> | <p>Education/experience requirements:</p> <ul style="list-style-type: none"> • The equivalent of a Bachelor's degree with coursework in educational psychology or related experience in areas being taught • Two years' experience in the area being taught • The formal education equivalent of a high school diploma; plus six years' experience in area being taught. <p>Knowledge of:</p> <ul style="list-style-type: none"> • Training program development and presentation techniques • Teaching principles and methods • Microsoft Word, Excel, and PowerPoint <p>Ability to:</p> <ul style="list-style-type: none"> • Research, develop, evaluate, and revise training programs • Coordinate and conduct training programs • Prepare reports and maintain records <p>Special Requirements:</p> <ul style="list-style-type: none"> • Residency must live in the Greenbrier Area | <p>October 28, 2009</p> |

Apply on line: <http://www.arstatejobs.com>

SUCCESSFUL APPLICANTS MUST BE WILLING TO ACCEPT THE FOLLOWING CONDITIONS OF EMPLOYMENT:

Move to the location of the job at employee's expense.

AFC Residency policy: Forest Rangers and County Foresters must live in their area of responsibility or within fifteen road miles of their assigned work center. District Foresters must live in their assigned District.

Accept compensatory time off instead of overtime payment for overtime hours worked if the job is nonexempt under the Fair Labor Standards Act.

The AFC may call back emergency response employees to work and supervisors may schedule their workday to carryout emergency response duties.

Emergency response employees on approved mileage reimbursement must have a dependable vehicle to meet emergency response requirements.

Employees may be required to undergo a physical examination.

Forest Rangers, County Foresters, State Forest Foreman, Forest Technicians, and AFC Investigators must meet physical fitness standards annually.

Foresters must meet Arkansas Board of Registration for Foresters certification requirements within one year of employment.

The Law Enforcement Standards Commission certifies law enforcement employees. These employees must be at least 21 years old, satisfactorily complete a thorough background investigation, and physical and psychological examinations.

Federal Department of Transportation regulations require a commercial driver's license (CDL) for all employees with truck driving or emergency response duties. Pre-employment and random alcohol/drug testing is mandatory for CDL holders. CDL holders must be at least 18 years old.

Complete an Employment Eligibility Verification form (Form I-9) and provide related documentation proving the applicant is a United States citizen or an alien authorized to work in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

The Arkansas Forestry Commission does not discriminate because of race, color, national origin, sex, religion, age, or disability in employment, access, or in the provision of services. Information about the provisions of the Americans with Disabilities Act is available from the Arkansas Forestry Commission Personnel Manager. Qualified applicants with disabilities may request needed accommodations to participate in the application process by contacting the Personnel Manager at 501/296-1940, 3821 West Roosevelt Road, Little Rock, AR 72204-6396.

BENEFITS

The AFC offers an excellent benefit package including immediate accrual of annual and sick leave, eleven paid holidays, and a contributory retirement plan. The AFC pays the major portion of medical health insurance for full-time employees.

Other benefits include maternity/paternity leave, court and jury duty, military leave and a catastrophic illness leave program as well as Family and Medical Leave. AFC employees may choose to participate in a deferred compensation plan and various options for life insurance, accident insurance, cancer care and intensive care insurance. Employees may participate in the Arkansas Cafeteria Plan which is a program designed to allow an employee to pay for group health and life insurance premiums, dependent day care and out-of-pocket medical costs tax free. All employees of the AFC are covered under workers' compensation and unemployment insurance.