



STATE OF ARKANSAS
Department of Finance and Administration
Job Vacancy Request (JVR)

Requisition Details

Position Number*	Request Type* <input type="checkbox"/> New Adv <input type="checkbox"/> Change Adv <input type="checkbox"/> Evergreen	Requires HR Approval	Date Released
Job Title*	Class Code	Paygrade*	

Additional Details

Background Check Required <input checked="" type="checkbox"/> State (ALL POSITIONS)	Federal Required? <input type="checkbox"/> Real ID <input type="checkbox"/> Federal Tax Information	
Business Area*	DFA Division – Section – Office *	
Supervisory Duties* <input type="checkbox"/> Yes <input type="checkbox"/> No	New/Replacement Hire* <input type="checkbox"/> New <input type="checkbox"/> Replacement	Employee Name (if Replacing)
Public Service Internship <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Funding <input type="checkbox"/> General Revenue <input type="checkbox"/> Federally Funded <input type="checkbox"/> Grant Funded	

Requisition Team Please use names as they appear in AASIS

Hiring Manager (Primary) (Direct Supervisor/Interviewer/Admin Staff)*	Phone Number*
Additional Hiring Manager(s)	

Job Posting Details

County (Primary) *	City*	Zip/Postal Code*
Additional Counties (if applicable)		
Preferred Qualifications (Ex: 2 yrs AASIS Experience, CPA preferred, Call Center experience, Bilingual, Excel skills, etc.)		
Agency/Position Specific (Ex. Must reside within County, On-Call, Extended/Shift Hours)		

Submitted by: _____ Date: _____

Email to: _____