



**State of Arkansas  
 Department of Finance and  
 Administration Job Vacancy - Requisition  
 Report (JV-RR)**

Please wait to submit the JV-RR until you have the approved Hiring Freeze and remit a signed copy with this request.

**Position Number:** \_\_\_\_\_

**Hiring Freeze- OPM Approval**

Signed copy must be attached

Approval Date: \_\_\_\_\_  
 mm/dd/yyyy

**Requested**

New Ad  
 Re-advertise  
 Change

**Class Code:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Visibility:**

External 'Public'- (Default)

Internal Only (Attach OPM Approval)

**Length of Advertisement:**

Minimum 5 Days (Working Days)

Specify # of Days \_\_\_\_\_

**Position:**

Full-time

Part-time

**Location of Position- City & County:** \_\_\_\_\_

**Posting Start Date:** \_\_\_\_\_

**Posting End Date:** \_\_\_\_\_

mm/dd/yyyy

mm/dd/yyyy

BACKGROUND CHECKS ARE REQUIRED FOR ALL POSITIONS

**DFA Division/**

**Section/Office:** \_\_\_\_\_

**Preferred Qualifications:** (Ex: 2 yrs AASIS Experience, CPA License, Call Center experience, Bilingual, Excel skills, Etc...)  
 This is optional information that can be included in advertisement.

**Agency/ Position Specific:**(Ex: Transcript required, Must reside within County, On-call, Extended Hours Office, Shift work)  
 This is optional information that can be included in advertisement

**List all individuals that require access to the applications:** Name, Email Address, & Phone

**Name of Person Submitting and Date**