



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 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 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: \_\_\_\_\_