



## **Arkansas Game and Fish Commission Employment Job Posting**

**ADMINISTRATIVE SPECIALIST - AGFC ADMINISTRATIVE SPECIALIST**

**POSITION NO: 22096024**

### **POSTING INFORMATION:**

Advertisement Opens: April 10, 2018

Advertisement Closes: April 24, 2018

Full Time: Yes

Salary: \$12.52 - \$12.52 Hourly

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area applicable to work performed.

**OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.**

#### Preferred Education and/or Experience:

Legal office secretarial or clerical experience a plus.

#### Knowledge, Abilities, and Skills:

Knowledge of record keeping procedures.

Knowledge of the principles and practices of mathematics and statistics.

Knowledge of work-related subject area.

Knowledge of computers and software applications.

Ability to conduct research and compile data into report form.

Ability to establish and maintain filing systems.

Ability to operate standard office equipment. Ability to analyze documents to determine compliance with rules, regulations, and procedures.

Ability to communicate both orally and in writing.

Preferred Knowledge, Abilities, and Skills:

Proficient in various computer software programs including thorough knowledge of Microsoft Word, Excel, and Outlook. Familiarity with AASIS. Ability to work with the public and possess outstanding customer service skills and telephone etiquette. Strong interpersonal skills and organizational skills, as well as good oral and written communication skills. Ability to handle multi-level tasks and deal with a constantly changing work environment and the ability to interpret administrative directives, policies, and procedures. Knowledge of grammar, punctuation, and spelling. Abilities to provide detailed and timely project reporting to supervisor; learn quickly and work independently as well as under direct supervision; and make decisions and recommendations concerning office needs during supervisors absences.

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Office Complex

Division: Legal

Job Summary:

The Administrative Specialist II is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. This position is governed by state and federal laws and agency policy.

Typical Functions:

Researches various data storage and/or computer records to obtain information and compiles data for reports.

Composes and types routine correspondence and form letters, maintains activity logs and/or financial ledgers, and submits reports to supervisor.

Reviews documents including applications, forms, vouchers, records, and reports for accuracy, completeness, and compliance with laws and regulations, makes necessary corrections, and assigns file numbers.

Provides information, assistance, and clarification to interested parties concerning agency/institution policies and procedures.

Assists in developing or revising agency/institution policies, procedures, and directives based on research findings and compiles financial information used to formulate budget proposals and monitor expenditures.

Performs other duties as assigned.

Specific Duties and Responsibilities:

Assist with overall operations of the Legal Division Office, including interaction with the public, as well as agency employees; Handle daily telephone calls, mail, and greeting visitors; Responding to inquiries from general public, employees and other agencies; Establishing and maintaining various computerized and paper files, scanning, records, logs, and retrieving information as needed for reference or to compile data; Oversee managing the Legal Division's work logs for tracking incoming and outgoing work matters; Process and log agency contracts that require legal approval; Perform division bookkeeping for coding invoices and keeping up with division budget expenditures; Order office supplies; Perform other related office duties as assigned by General Counsel to comply with division and agency standards.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.