



## Arkansas Game and Fish Commission Employment Job Posting

EXTRA LABOR - ADMINISTRATIVE SPECIALIST III - EXTRA LABOR - AGFC ADMINISTRATIVE SPECIALIST

III

POSITION NO: 22095914

### **POSTING INFORMATION:**

Advertisement Opens: Aug. 9, 2018

Advertisement Closes: Aug. 17, 2018

Full Time: Yes

Salary: \$13.96 - \$13.96 Hourly

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field 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:

NONE

#### Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of mathematics and statistics. Knowledge of research and analysis techniques and methods. Knowledge of work-related subject area. Knowledge of computers and software applications. Ability to prepare, present, and review oral and written information and reports. Ability to research and analyze related work program information. Ability to develop, recommend, interpret, and apply policies and procedures. Ability to analyze financial records and prepare reports. Ability to plan, organize, and direct the work of others.

Preferred Knowledge, Abilities, and Skills:

Ability to work with the public and possess outstanding customer service skills and telephone etiquette. Knowledge of cash handling and inventory procedures. Knowledge of grammar, punctuation and spelling. Ability to make decisions and recommendations concerning office needs during supervisor's absences. Strong interpersonal skills, as well as good oral and written communication skills. Ability to handle multi-level tasks and deal with a constantly changing work environment. Ability to process invoices, enter and retrieve data into and from database formats. Ability to interpret administrative directives, policies and procedures. Mid-level to advanced understanding of MS excel or google sheets preferred. Knowledge of database concepts a plus. Knowledge of AASIS a plus.

**POSTING DETAILS:**

Position Location:

City: Calico Rock

Office: North Central Regional Office

Division: Operations

Job Summary:

The Administrative Specialist III is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and agency policy.

Typical Functions:

Researches and analyzes data pertinent to work programs and/or agency/institution goals and objectives and prepares reports explaining findings and recommendations. Assists in developing or revising policies, procedures, and directives based on research findings; submits to supervisor for approval. Compiles financial information used by supervisor to formulate budget proposals and monitors expenditures to ensure optimum operating efficiency. Reviews and answers or prepares correspondence relating to agency/institution programs. Interprets agency administrative directives, policies, and procedures to ensure consistent application. Provides information, assistance, and clarifications to interested parties concerning agency/institution programs, policies, and procedures. Assists supervisor by maintaining leave records, appointment calendar, and prioritizing incoming correspondence. May supervise a small to medium-sized administrative support staff and evaluate the work performance of incumbents. Performs other duties as assigned.

Specific Duties and Responsibilities:

The AGFC Administrative Specialist III is responsible for performing administrative duties, analysis, and may function as a lead worker or working supervisor. This position is governed by state and federal laws and agency/institution policy. Researches and analyzes data and prepares reports explaining findings. Assists in developing or revising agency policies based on research findings. Creates and maintains various confidential records, files and databases requiring a compilation of varied information. Responds to written and oral inquiries, interpreting agency administrative directives, policies to ensure consistent application. Provides clerical support to staff by composing various reports, letters and correspondence, attends meetings, takes minutes and answers telephone. Coordinates travel arrangements, maintains staff schedules and calendars, and schedules events. Creates, processes and recommends revisions in a variety of forms and documents. Processes purchase orders and maintains office supplies and inventory. Produces and develops monthly production reports, statistical reports, or other regularly scheduled reports. Serves as designated computer technical support party to create, update, and maintain various websites. Performs other duties as assigned.

All applicants are subject to a criminal background check.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

All applicants are subject to a criminal background check.

Other Specific Information:

NONE

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