



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST - EXTRA HELP - AGFC ADMINISTRATIVE SPECIALIST

POSITION NO: 22164589

POSTING INFORMATION:

Advertisement Opens: Sept. 11, 2018

Advertisement Closes: Oct. 2, 2018

Full Time: Yes

Salary: \$18.00 - \$18.00 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 planning, research, and analysis techniques and procedures.

Knowledge of department operations, policies, and procedures.

Knowledge of applicable laws and regulations.

Knowledge of basic accounting principles.

Ability to plan and execute systems and organizational analysis and feasibility studies.

Ability to conduct research and perform quantitative quality assurance reviews.

Ability to research, prepare, and present comprehensive written and oral reports.

Ability to organize and conduct meetings and workshops.

Preferred Knowledge, Abilities, and Skills:

Strong organizational skills to ensure internal processes are thoroughly completed, accurate, and within all deadlines. Ability to coordinate large projects directed by staff (i.e. secure meeting locations, lodging reservations, and conference registrations) Ability to work with various divisions, staff, and personalities to ensure tasks are completed in an effective, efficient, and correct manner. Must be able to handle large volumes of workload at certain times of the year

POSTING DETAILS:**Position Location:**

City: Little Rock

Office: Little Rock Central Office

Division: Research

Job Summary:

The Administrative Specialist 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:

This position is responsible for administrative responsibilities within the Research, Evaluation and Compliance Division; including, but not limited to: P and T-Card reporting, oversees the internal process for division contracts, assists REC Division staff with coordinating travel logistics and conferences, processes invoices, secures purchase orders, and assists with budgetary procedures, serves as scribe during Commission meetings for the Research Committee, will assist division staff with entering and managing biological data, and serves as the receptionist for the REC Division. In addition, individual will assist the Environmental Coordination Division in various administrative requests, similar as outlined above. Individual will work closely with the Agency's R-3 initiative by providing administrative assistance, when necessary. Providing overall clerical support to the REC Division, Environmental Coordination Division, and the Agency's R-3 program. The Analyst will work as a team player with the division staff. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

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.