



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST II - Part Time ADMINISTRATIVE SPECIALIST II

POSITION NO: 22077964

POSTING INFORMATION:

Advertisement Opens: Sept. 9, 2020

Advertisement Closes: Sept. 23, 2020

Full Time: No

Salary: \$10.49 - \$10.49 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:

NONE

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:

Knowledge of native wildlife and native plants, skilled in outdoor-related activities such as hunting, fishing, hiking, canoeing, etc. Knowledge of the Boxley Valley and surrounding areas. General knowledge of the Arkansas Game and Fish Commission and agency programs and projects.

POSTING DETAILS:

Position Location:

City: Ponca, Arkansas

Office: Ponca Elk Education Center

Division: Education

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:

Assisting with orienting groups who visit the education center, working at the front information desk greeting and assisting visitors, answering the telephone, and operating the cash register in the gift shop. Assisting full-time staff with projects, special events, and maintaining computer files. Assist with landscaping, ground maintenance and education exhibits. Other duties as assigned.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

This employee must have the ability to work weekends and some holidays.

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.