



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST III - AGFC ADMINISTRATIVE SPECIALIST III

POSITION NO: 22096004

POSTING INFORMATION:

Advertisement Opens: Sept. 9, 2020

Advertisement Closes: Sept. 30, 2020

Full Time: Yes

Salary: \$29,046.00 - \$29,046.00 Annually

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:

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.

POSTING DETAILS:

Position Location:

City: Little Rock, Arkansas

Office: Little Rock Office Complex

Division: Enforcement

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:

Enforcement Division Timekeeper Roles. 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 the 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.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants are subject to a criminal background check.

Applications must include complete work history and references. Applicants may apply online at <https://jobs.agfc.com>. Applications must be submitted by midnight on **September 30, 2020**.

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