



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST III - AGFC ADMINISTRATIVE SPECIALIST III

POSITION NO: 22095976

POSTING INFORMATION:

Advertisement Opens: Sept. 15, 2020

Advertisement Closes: Oct. 6, 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:

Two years of administrative or related experience.

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:

This position is the front line in fielding questions from the public and must possess superior customer service skills. One must have exceptional written and verbal communication skills and the ability to remain calm under pressure. Strong multi-tasking and organizational skills. Knowledge of applicable laws and regulations of assigned section. Knowledge of computers and software application programs. Knowledge of the Fisheries Division's and Agency's organizational structure. Knowledge of current Fisheries topics.

POSTING DETAILS:

Position Location:

City: Little Rock, Arkansas

Office: Little Rock Office Complex

Division: Fisheries

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 Administrative Specialist III is responsible for coordinating office activities, assisting the public and employees, responding to calls to Fisheries Division, greeting visitors, processing incoming, outgoing, and field staff mail, maintaining the division's Safety Database, maintaining Alligator Snapping Turtle Database, maintaining Turtle Harvest Database, processing applications for new Stream Team members, maintaining the Stream Team Activities and Members Databases, ordering office supplies for the division's Little Rock Office, creating informational binders for Commissioners, Stream Teams, Employee Orientation, and for the public by request, responding to emerging issues, assisting administrators with special projects, providing clerical support to field staff, administering the archive project implementation, researching and retrieving documents for FOIA requests and by request for Agency staff, performing as a back-up for timekeeper duties, entering invoices in the Invoice Database, copying and delivering correspondence, updating personnel directories and guidebooks, updating FMT and Administrative Staff Calendar board, other duties as assigned.

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.