



Arkansas Game and Fish Commission Employment Job Posting

LICENSING SPECIALIST - AGFC LICENSING SPECIALIST

POSITION NO: 22096067

POSTING INFORMATION:

Advertisement Opens: Nov. 19, 2020

Advertisement Closes: Dec. 7, 2020

Full Time: Yes

Salary: \$26,034.00 - \$26,034.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma, plus two years of experience in form review or verification, general office duties, or a related area.

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 Arkansas wildlife laws, licensing requirements, and related regulations.

Knowledge of basic computer operations.

Knowledge of basic mathematics.

Ability to review and process license applications.

Ability to interpret and apply rules, laws, and policies to specific situations.

Ability to identify problem records or data and correct problems.

Ability to communicate with the public to interpret and apply rules, laws and licensing requirements.

Ability to perform mathematic computations.

Ability to use standard office equipment and computer software programs to produce reports and correspondence.

Preferred Knowledge, Abilities, and Skills:

NONE

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Fiscal

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Licensing Specialist is responsible for receiving, reviewing and processing game and fish license applications. This position is governed by state and federal laws and agency policy.

Typical Functions:

Receives, reviews and processes license applications from the public in person, via mail or the internet.

Ensures that correct fees are received, checks are processed and funds are assigned to correct accounts in the Arkansas Administrative Statewide Information System (AASIS); records payments in AASIS.

Enters licensing information in the internal database.

Performs other duties as assigned.

Specific Duties and Responsibilities:

Receives applications for licenses, stamps or permits from walk-in, telephone and mail-order customers. Issues licenses, stamps or permits. Processes applications via data entry. Collects payment by cash, check, or credit card. Balances daily settlement of payments received to transactions processed. Maintains inventories of permits, licenses, and stamps. Provides technical assistance to licensees, state and county officials, and dealers. Performs related responsibilities as required or assigned.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants subject to a criminal background check.

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