



Arkansas Game and Fish Commission Employment Job Posting

PART-TIME ADMINISTRATIVE SPECIALIST I - **ADMINISTRATIVE SPECIALIST I**

POSITION NO: 22095758

POSTING INFORMATION:

Advertisement Opens: Sept. 15, 2021

Advertisement Closes: Oct. 8, 2021

Full Time: No

Salary: \$11.00 - \$11.00 Hourly

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

Formal education equivalent of a high school diploma. 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 the 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:

Computer and electronics, good communication skills.

POSTING DETAILS:

Position Location:

City: Springdale, Arkansas

Office: JB & Johnelle Hunt Family Ozark Highlands Nature Center

Division: Education

Job Summary:

The Part-Time Administrative Specialist I works under general supervision and is responsible for examining and verifying documents, preparing routine correspondence, and maintaining files. This position is governed by state and federal laws and agency policy.

Typical Functions:

Reviews documents including applications, forms, vouchers, records, and reports for accuracy and completeness of information and compliance with laws and regulations, make necessary corrections and assigns file numbers. Contacts submitting agency/institution or individual to obtain additional information or to correct discrepancies in documents and sends notification of acceptance/rejection. Researches various data storage and/or computer records to obtain information and compiles data for reports. Establishes document files and maintains files by updating and purging as needed. Enters data into computer system and makes changes and/or corrections. Maintains activity log and/or financial ledger and submits reports to supervisor. Composes and types routine correspondence and form letters. May calculate rates, fees, taxes, assessments, and fines. Performs other duties as assigned.

Specific Duties and Responsibilities:

The duties and responsibilities of this position will greet visitors, answer phones, emails, and correspondence with patrons, schedule rental appointments, and help in the gift shop with customers, merchandise, and inventory. Other responsibilities as assigned.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

NONE

Other Specific Information:

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

All applicants are subject to a criminal background check.

Applications must include complete work history and references.

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