



## Arkansas Game and Fish Commission Employment Job Posting

EXTRA LABOR - ADMINISTRATIVE SPECIALIST III - EXTRA LABOR - AGFC ADMINISTRATIVE SPECIALIST

III

POSITION NO: 22096024

### **POSTING INFORMATION:**

Advertisement Opens: Nov. 29, 2021

Advertisement Closes: Jan. 24, 2022

Full Time: Yes

Salary: \$13.96 - \$13.96 Hourly

### **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. Legal office secretarial or clerical experience a plus.

#### **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:

Proficient in various computer software programs including thorough knowledge of Microsoft Word, Excel, Outlook; Google: Adobe, etc. Ability to work with the public and possess outstanding customer service skills and telephone etiquette. Strong interpersonal and organizational skills, as well as good oral and written communication skills. Ability to plan, direct, and implement multiple and concurrent projects, deal with a constantly changing work environment, interpret administrative directives, policies and procedures. Strong analytical and problem-solving skills, and ability to provide detailed and timely project reporting to supervisor. Proficient in grammar, punctuation and spelling. Knowledge of legal terminology. Knowledge of the ethical standards of the legal profession. Knowledge of investigative standards, procedures, and techniques. Ability to analyze legal documents for accuracy and content. Ability to make decisions and recommendations concerning office needs during Supervisor's absences. Ability to learn quickly and work independently as well with a core group.

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Legal

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 AGFC Legal Assistant/Office Manager (Administrative Specialist III) works under the supervision of the General Counsel and is responsible for providing legal office and administrative support, including: serves as division bookkeeper and p-card holder; certified notary public; draft and provides word processing for proposals, reports, correspondence, legal memoranda; assigns contracts and other documents to attorneys for legal review; prepares documents to submit to the Arkansas Claims Commission; prepares hearing folders for monthly administrative hearings; scribes personnel-governance committee meetings; maintains office supplies; attends to incoming/outgoing mail and packages; manages telephone calls, division calendars, and Legal conference room bookings; establishes and maintains confidential legal records by scanning, filing and/or organizing litigation, research, real estate, and administrative documents and correspondence; monitors deadlines and checks court files and records, and files legal documents in appropriate courts; provides backup assistance for the AGFC Paralegal/FOIA Coordinator; and performs other related office duties as assigned by the General Counsel to comply with division and agency standards.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

All applicants are subject to a criminal background check.

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.