



## Arkansas Game and Fish Commission Employment Job Posting

EXTRA LABOR ADMINISTRATIVE SPECIALIST II - EXTRA LABOR ADMINISTRATIVE SPECIALIST II  
POSITION NO: 22077985

### **POSTING INFORMATION:**

Advertisement Opens: Aug. 8, 2022

Advertisement Closes: Aug. 25, 2022

Full Time: No

Salary: \$12.52 - \$12.52 Hourly

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area 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:

Experience with basic computer programs such as Microsoft office and Google Suite programs.

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.

Preferred Knowledge, Abilities, and Skills:

Knowledge of native wildlife and plants, outdoor skills and recreation activities. General knowledge of the Arkansas Game and Fish Commission and agency conservation efforts and programs. Good written and verbal communication skills, along with strong interpersonal skills, and the ability to build relationships with staff, volunteers, and visitors. Capable of conducting one's self in a calm and professional demeanor when dealing with the public and/or difficult situations. Strong organizational and time management skills that reflect the ability to perform and prioritize competing demands simultaneously and seamlessly, following through in a timely manner, with excellent attention to detail.

### **POSTING DETAILS:**

Position Location:

City: Pine Bluff

Office: Delta Rivers Nature Center

Division: Education

Job Summary:

The Administrative Specialist II is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. This position is governed by state and federal laws and agency policy.

Typical Functions:

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 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.

Specific Duties and Responsibilities:

Assist with orienting the public, special guests, and groups who visit the nature center. Make retail store sales and keep accurate cash transactions. Answer telephone, answer questions, route calls, or take messages as appropriate. Be informed about all nature center facilities, exhibits, and events to answer guests' questions accurately. Provide and maintain accurate information about the nature center, exhibits, programs, and services. Interact with the public in a friendly manner. Receive visitors and notify educators of group arrivals, and provide tourist information to guests. Perform a variety of related clerical work and ordering supplies. Serve as the point-of-contact for the deliveries. Arrange for the proper staff to take receipt of delivery. Provide basic information to the public on nature center hours. Perform supervision of the main lobby, with attention paid to guests. Maintain a clean, business- like front-of-line work environment. Keep classroom calendars current. Assists Education in scheduling resources for programs. Special projects, as assigned.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

Employee must have the ability to work some weekends, holidays, and occasionally work after regular working hours.

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.