



## Arkansas Game and Fish Commission Employment Job Posting

AGFC ADMINISTRATIVE SPECIALIST - **AGFC ADMINISTRATIVE SPECIALIST**

**POSITION NO: 22096361**

### **POSTING INFORMATION:**

Advertisement Opens: April 3, 2024

Advertisement Closes: April 17, 2024

Full Time: No

Salary: \$35,648.00 - \$58,767.00 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:

- High school diploma or higher
- Sound knowledge of grammar, punctuation and spelling
- Proficient in various computer software programs, including working knowledge of
- Microsoft Office (Word and Excel) and Google Workspace

Knowledge, Abilities, and Skills:

Knowledge of planning, research, and analysis techniques and procedures.

Knowledge of department operations, policies, and procedures.

Knowledge of applicable laws and regulations.

Knowledge of basic accounting principles.

Ability to plan and execute systems and organizational analysis and feasibility studies.

Ability to conduct research and perform quantitative quality assurance reviews.

Ability to research, prepare, and present comprehensive written and oral reports.

Ability to organize and conduct meetings and workshops.

Preferred Knowledge, Abilities, and Skills:

- Ability to work with the public and possess outstanding customer service skills and telephone etiquette
- Strong interpersonal skills, as well as good oral and written communication skills
- Ability to handle multi-level tasks and to interpret administrative directives, policies and procedures
- Ability to make decisions and recommendations concerning office needs during supervisor's absences.

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Legal

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Administrative Specialist 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 (part-time AGFC Administrative Specialist) will work under the supervision of the General Counsel and is responsible for providing legal office and administrative support, including: attends to incoming/outgoing mail and packages; manages telephone calls 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; helps to monitor calendar and deadlines; provides backup assistance for the AGFC FOIA Coordinator and AGFC Contracts Coordinator; and performs other related office duties as assigned by the General Counsel or Senior Assistant General Counsel to comply with division and agency standards.

All applicants are subject to a criminal background check.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

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