



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST - EXTRA HELP - AGFC ADMINISTRATIVE SPECIALIST

POSITION NO: 22096377

POSTING INFORMATION:

Advertisement Opens: May 28, 2024

Advertisement Closes: June 17, 2024

Full Time: No

Salary: \$17.14 - \$17.14 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:

Experience with Microsoft and Google products, such as Word and Gmail

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:

- Knowledge of native wildlife and native plants
- Skilled in outdoor-related activities such as hunting, fishing, hiking, canoeing, etc.
- Excellent verbal and written communication skills
- General knowledge of the Arkansas Game & Fish Commission, and agency programs and projects
- General knowledge and skills in delivering excellent customer service
- The ability to lift 50 pounds, and work in inclement weather

POSTING DETAILS:

Position Location:

City: Jonesboro

Office: Crowley's Ridge Nature Center

Division: Education

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:

- Assist with daily operations of the front desk area by answering phones, answering visitor questions, keeping up with attendance, selling licenses, and checking visitors out of the gift shop
- Assist with school groups, class/training setup/tear down, and large events
- Assist with cleaning of animal enclosures and facility exhibits
- Assist with straightening the Discovery Room's activities and crafts
- Willingness to work weekends and some holidays, as well as extended (occasionally) regular work hours during the week
- Other duties as assigned

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.