



Arkansas Game and Fish Commission Employment Job Posting

AGFC ADMINISTRATIVE SPECIALIST - **AGFC ADMINISTRATIVE SPECIALIST**

POSITION NO: 22095965

POSTING INFORMATION:

Advertisement Opens: Sept. 30, 2024

Advertisement Closes: Oct. 14, 2024

Full Time: Yes

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:

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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:

- Customer service experience
- Data entry experience
- Familiar with Google suite (Docs, sheets, calendar)
- Ability to follow written and oral instructions

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Wildlife Management

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:

- Distribution of CITES tags to regional offices
- Issue fur dealer books to resident and nonresident fur dealers by mail
- Data entry for non-game mammal program
- Coordinate with captive wildlife coordinator, license, and enforcement to ensure all forms requesting permits are accurate and up to date
- Assist with incidental deer observation forms
- Review travel and purchase cards
- Provide customer service, answer calls, and perform 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.