



Arkansas Game and Fish Commission Employment Job Posting

AGFC LICENSING SPECIALIST - AGFC LICENSING SPECIALIST

POSITION NO: 22095970

POSTING INFORMATION:

Advertisement Opens: Jan. 8, 2025

Advertisement Closes: Jan. 22, 2025

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 two years of experience in form review or verification, general office duties, or a related area. 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:

The formal education equivalent of a high school diploma; plus one year of experience in customer service, cashiering, retail, or a related general office or clerical field

Knowledge, Abilities, and Skills:

Knowledge of Arkansas wildlife laws, licensing requirements, and related regulations. Knowledge of basic computer operations. Knowledge of basic mathematics. Ability to review and process license applications. Ability to interpret and apply rules, laws, and policies to specific situations. Ability to identify problem records or data and correct problems. Ability to communicate with the public to interpret and apply rules, laws and licensing requirements. Ability to perform mathematic computations. Ability to use standard office equipment and computer software programs to produce reports and correspondence.

Preferred Knowledge, Abilities, and Skills:

Knowledge of basic computer skills and Microsoft Excel

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Fiscal

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Licensing Specialist is responsible for receiving, reviewing and processing game and fish license applications. This position is governed by state and federal laws and agency policy.

Typical Functions:

Receives, reviews and processes license applications from the public in person, via mail or the internet. Ensures that correct fees are received, checks are processed and funds are assigned to correct accounts in the Arkansas Administrative Statewide Information System (AASIS); records payments in AASIS. Enters licensing information in the internal database. Performs other duties as assigned.

Specific Duties and Responsibilities:

- Receives applications for licenses, stamps, or permits from walk-in, telephone, and mail-order customers; issues licenses, stamps, or permits
- Processes applications via data entry; collects payment by cash, check, or credit card
- Balances daily settlement of payments received to transactions processed
- Maintains inventories of permits, licenses, and stamps; provides technical assistance and call center support to licensees, the general public, and license dealers
- Performs related responsibilities as required or assigned
- This position will be responsible for commercial license sales, captive wildlife permits, and live fish trade sales.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

All applicants are subject to a criminal background check.

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.