



Arkansas Game and Fish Commission Employment Job Posting

AGFC ADMINISTRATIVE SPECIALIST - **AGFC ADMINISTRATIVE SPECIALIST**

POSITION NO: 22096390

POSTING INFORMATION:

Advertisement Opens: April 28, 2025

Advertisement Closes: May 16, 2025

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:

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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:

- 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 a 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.

POSTING DETAILS:

Position Location:

City: Hope

Office: Hope Regional Office

Division: Operations

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 the overall operations of the Regional Office facility and assume duties of the Regional Office Coordinator during absences
- Interact with the public, as well as agency employees
- Greet and direct the public in person as well as by telephone, screening calls, and responding to routine questions
- Respond to inquiries from the general public, employees, and other agencies. Sell hunting and fishing licenses, permits, etc.
- Establish and maintain various computerized and paper files, records, logs, and retrieve information as needed for reference or to compile reports
- Responsible for scheduling meeting rooms
- Attend training, workshops, and meetings to stay current in applicable areas
- Performs 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.