



## Arkansas Game and Fish Commission Employment Job Posting

AGFC ADMINISTRATIVE SPECIALIST - **AGFC ADMINISTRATIVE SPECIALIST**

**POSITION NO: 22096350**

### **POSTING INFORMATION:**

Advertisement Opens: June 2, 2025

Advertisement Closes: July 11, 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:

- Simple maintenance of small vehicles and light carpentry
- Knowledge of the flora and fauna in the area, as well as hunting and fishing, and other outdoor recreational activities
- Ability to use a computer and a cash register

**POSTING DETAILS:**

Position Location:

City: Yellville

Office: Fred Berry Crooked Creek 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:

- Engaging with the general public, answering the phone, selling licenses, and assisting with large field trip groups and public events
- Collecting trash, maintaining the trail, upkeep of the shooting range, and general building and pavilion cleaning duties
- Feeding animals
- Being available to work one or two Saturdays per month

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

Other Specific Information:

Fred Berry Crooked Creek Nature Center is seeking an enthusiastic individual who is comfortable working with the public. The successful applicant will be part of a dedicated, mission-focused team that has a passion for the outdoors. All offers of employment are contingent upon the successful completion of the required background screenings.

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