



Arkansas Game and Fish Commission Employment Job Posting

AGFC ADMINISTRATIVE SPECIALIST - **AGFC ADMINISTRATIVE SPECIALIST**

POSITION NO: 22096024

POSTING INFORMATION:

Advertisement Opens: July 8, 2025

Advertisement Closes: Aug. 1, 2025

Full Time: Yes

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:

- A paralegal certificate and two years of experience as a paralegal or legal assistant in the legal field are preferred
- Notary Public certificate is also preferred

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:

- Proficient in various computer software programs, including thorough knowledge of Microsoft Word, Excel, Google Workspace, Adobe Acrobat, etc
- Previous experience with a contract management platform and a rule-making platform
- Previous experience in bookkeeping and the State of Arkansas accounting system (AASIS)
- Ability to work with the public and possess outstanding customer service skills and telephone etiquette
- Strong interpersonal and organizational skills, as well as good oral and written communication skills
- Ability to plan, direct, and implement multiple and concurrent projects, deal with a constantly changing work environment, interpret administrative directives, policies, and procedures
- Strong analytical and problem-solving skills, and the ability to provide detailed and timely project reporting to the supervisor
- Proficient in grammar, punctuation, and spelling
- Ability to make decisions and recommendations concerning office needs during the supervisor's absences
- Ability to learn quickly and work independently and with a core group

POSTING DETAILS:

Position Location:

City: Little Rock

Office: Little Rock Headquarters Office

Division: Legal

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:

- Backup responsibilities for the agency's contract management platform and rule-making platform;
- Backup responsibilities for the agency's Arkansas Freedom of Information Act request processing;
- Establishes and maintains confidential legal records by scanning, filing, and/or organizing litigation, research, real estate, and administrative documents and correspondence;
- Monitors deadlines and checks court files and records, files legal documents in appropriate courts;
- Provide legal office and administrative support, including: attending to incoming/outgoing mail and packages; managing telephone calls, and general front desk duties;
- Serves as the fiscal bookkeeper for the Legal Division; and
- Performs other related office duties as assigned by General Counsel to comply with division and agency standards.

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.