



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Administrative Specialist - **AGFC Administrative Specialist**

**POSITION NO: 22096349**

### **POSTING INFORMATION:**

Advertisement Opens: June 1, 2026

Advertisement Closes: July 10, 2026

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 a 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:

Knowledge, Abilities, and Skills:

- Knowledge of the principles and practices of mathematics and statistics.
- Knowledge of research and analysis techniques and methods
- Knowledge of work-related subject areas
- Proficiency with standard office computer technology and applications
- Ability to prepare, present, and review oral and written information and reports.
- Ability to research and analyze related work program information
- Ability to develop, recommend, interpret, and apply policies and procedures
- Ability to analyze financial records and prepare reports
- Ability to plan, organize, and direct the work of others

Preferred Knowledge, Abilities, and Skills:

- Knowledge of outdoor opportunities in the area
- Knowledge of AGFC educational division initiatives

**POSTING DETAILS:**

Position Location:

City: Ponca

Office: Ponca 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 the 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 the 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 administrative support staff and evaluate the work performance of incumbents
- May provide customer service by: greeting and directing the public, answering phones, selling hunting and fishing licenses, and distributing publications
- May assist in weekly record-keeping systems on license sales, deposits, and credit card reports
- Performs other duties as assigned

### Specific Duties and Responsibilities:

- Assisting in the operation of all areas of the Ponca Nature Center.
- Gift shop and license sales
- Answering phones, greeting visitors, and giving area information
- Maintaining exhibits and native gardens
- Feeding exhibit animals
- Assisting with educational programming and with volunteers
- Keeping the facility clean and organized
- Willingness to teach programming to groups at the nature center and, at times, off-site.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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Other Specific Information:

Must be willing to work on Saturdays

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