



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST - AGFC ADMINISTRATIVE SPECIALIST

POSITION NO: 22095969

POSTING INFORMATION:

Advertisement Opens: Feb. 16, 2018

Advertisement Closes: March 2, 2018

Full Time: Yes

Salary: \$12.52 - \$12.52 Hourly

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area 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:

Dependable. Good computer skills. Good telephone skills.

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 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.

Ability to communicate both orally and in writing.

Preferred Knowledge, Abilities, and Skills:

A good working knowledge of MS Office with an emphasis in Access. Ability to operate office equipment such as: fax machines, personal computer, scanner, copier, and printer. Ability to read and understand the agency's regulation guidebooks and code book and relay this information to the public. Ability to answer multiple phone lines.

POSTING DETAILS:**Position Location:**

City: Lonoke

Office: Joe Hogan State Fish Hatchery

Division: Education

Job Summary:

The Administrative Specialist II is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. This position is governed by state and federal laws and agency policy.

Typical Functions:

Researches various data storage and/or computer records to obtain information and compiles data for reports.

Composes and types routine correspondence and form letters, maintains activity logs and/or financial ledgers, and submits reports to supervisor.

Reviews documents including applications, forms, vouchers, records, and reports for accuracy, completeness, and compliance with laws and regulations, makes necessary corrections, and assigns file numbers.

Provides information, assistance, and clarification to interested parties concerning agency/institution policies and procedures.

Assists in developing or revising agency/institution policies, procedures, and directives based on research findings and compiles financial information used to formulate budget proposals and monitor expenditures.

Performs other duties as assigned.

Specific Duties and Responsibilities:

Performs duties as the Aquatic Resources Education (ARE) Program's Administration Specialist II. Answers phone for the ARE program and the Joe Hogan Hatchery. Greets any public that enters the ARE office. Performs clerical/secretarial duties, opens incoming mail, performs data entry, work processing and filing. Maintains the ARE programs databases. Other duties as assigned.

Certificates, Licenses, or Registrations:**Special Job Dimensions:****Other Specific Information:**

All applicants are subject to a criminal background check.

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