



Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST - AGFC ADMINISTRATIVE SPECIALIST

POSITION NO: 22133537

POSTING INFORMATION:

Advertisement Opens: March 13, 2018

Advertisement Closes: March 21, 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:

NONE

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:

Ability to work with the public and explain rules and regulations with a positive attitude. Ability to lead small groups during activities is a plus. Must be very organized. Familiar with social media post development. Ability to handle multiple tasks at one time. Computer skills in current windows version and data bases or graphic design. Ability to complete reports accurately and in a timely manner. Ability to lift 50 pounds.

POSTING DETAILS:**Position Location:**

City: Little Rock

Office: Witt Stephens Jr. Central Arkansas Nature Center

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:

General office duties. Prepare and distribute correspondence, preparing daily, weekly, and monthly reports, maintain records and files, greet and assist public in person as well as by telephone, research and produce reports, purchase materials, code bills for payment, time entry, maintain office materials and supplies, arrange for janitorial and maintenance personnel. Gift shop purchasing for resale and operation of gift shop. Customer service, pricing, inventory, arrangement of displays, make deposits, and prepare financial reports. This position will work with education personnel and assist with volunteers, public programs, and host special events. Coordinates scheduling meeting room availability within the center. Other duties as assigned. Must be able to work flexible schedule including some weekend work.

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.