



## Arkansas Game and Fish Commission Employment Job Posting

ADMINISTRATIVE SPECIALIST - AGFC ADMINISTRATIVE SPECIALIST

POSITION NO: 22096340

### **POSTING INFORMATION:**

Advertisement Opens: Jan. 20, 2023

Advertisement Closes: Feb. 20, 2023

Full Time: No

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:

N/A

#### 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:

N/A

### **POSTING DETAILS:**

Position Location:

City: Hot Springs

Office: Hot Springs Regional Office

Division: Operations

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:

Assist with overall operations of the Regional Office facility and assume duties of Regional Office Coordinator during absences. Duties will include interaction with the public, as well as agency employees. Greet and direct public in person as well as by telephone, screening calls and responding to routine questions. Respond to inquiries from general public, employees and other agencies. Sell hunting and fishing licenses, permits, etc. Establishes and maintains various computerized and paper files, records, logs, and retrieves information as needed for reference or to compile reports. Responsible for scheduling meeting rooms. Provide varied support to staff. Develop and modify procedures and forms for new or revised applications. Attend training, workshops and meetings to stay current in applicable areas. Performs 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.