



# ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders  
Governor

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Wes Ward  
Secretary of Agriculture

**AN EQUAL OPPORTUNITY EMPLOYER  
JOB OPPORTUNITY  
March 14, 2025**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p><b>Administrative Specialist II</b></p> <p><b>Department of Agriculture Division: Plant Industry Location: Pulaski County</b></p> <p><b>Hiring Authority:</b> 1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6301 E-mail: <a href="mailto:lexie.felton@agriculture.arkansas.gov">lexie.felton@agriculture.arkansas.gov</a></p> <p>Standard State of Arkansas employment application required.</p> <p>Apply online: <a href="http://arcareers.arkansas.gov">http://arcareers.arkansas.gov</a></p>	<p>Entry Level Salary: \$32,405</p> <p>Grade GS03</p> <p>Position #22087923 REQ ID # 47984</p>	<p><b>Open Until Filled</b></p>

**STATE'S MINIMUM QUALIFICATIONS:**

**Education/experience requirements:**

- The formal education equivalent of a high school diploma; plus one year of experience in a specialized or related area applicable to work performed.

**Knowledge of:**

- Record keeping procedures.
- The principles and practices of mathematics and statistics.
- Work-related subject area.
- Computers and software applications.

**Ability to:**

- Conduct research and compile data into report form.
- Establish and maintain filing system.
- Operate standard office equipment.
- Analyze documents to determine compliance with rules, regulations, and procedures.
- Communicate both orally and in writing.