



ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders
Governor

1 Natural Resources Drive, Little Rock, AR 72205
agriculture.arkansas.gov
(501) 225-1598

Wes Ward
Secretary of Agriculture

AN EQUAL OPPORTUNITY EMPLOYER JOB OPPORTUNITY

April 19, 2024

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Administrative Specialist III</p> <p>Department of Agriculture Division: Natural Resources Location: Pulaski County</p> <p>Hiring Authority: 10421 W Markham St Little Rock, AR 72205 Phone: 501/682-0548 E-mail: debra.dickson@agriculture.arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply online: http://arcareers.arkansas.gov</p>	<p>Entry Level Salary: \$29,046 Anticipated Salary: \$34,000</p> <p>Grade GS04</p> <p>Position #22077830 REQ ID # 39001</p>	<p>Open Until Filled</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

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

Knowledge of:

- The principles and practices of mathematics and statistics.
- Research and analysis techniques and methods.
- Work-related subject area.
- Computers and software applications.

Ability to:

- Prepare, present, and review oral and written information and reports.
- Research and analyze related work program information.
- Develop, recommend, interpret, and apply policies and procedures.
- Analyze financial records and prepare reports.
- Plan, organize, and direct the work of others.

Preferred Qualifications:

- Proficient in Microsoft Word, PowerPoint, Excel, and Access.
- Ability to adapt in a fast pace and changing environment.
- Effective time management.
- Ability to complete complex assignments on tight deadlines.
- Knowledge of construction project life cycle.
- Knowledge of federal grants life cycle.