



Sarah Huckabee Sanders
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

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Wes Ward
Secretary of Agriculture

**AN EQUAL OPPORTUNITY EMPLOYER
JOB OPPORTUNITY**

April 5, 2024

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Administrative Specialist III</p> <p>Department of Agriculture National Poultry Improvement Plan Location: Pulaski County/Little Rock</p> <p>Hiring Authority: #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6391 Email: kevin.simmons@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 #22087932 REQ ID # 38714</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:

- General knowledge of poultry.
- general knowledge of the National Poultry Improvement Plan (NPIP).