



ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders
Governor

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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 Livestock & Poultry Location: Pulaski County/Little Rock</p> <p>Hiring Authority: #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/823-1708 Email: candace.phillips@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 #22094746 REQ ID # 38715</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.