



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
January 17, 2025**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Local Office Administrative Specialist</p> <p>Arkansas Department of Agriculture Forestry Division, District 6 Johnson County/Clarksville</p> <p>Hiring Authority: Arkansas Department of Agriculture 130 Massengale Road Clarksville, AR 72830 Phone: 479/754-2701 E-mail: jeff.frizzell@agriculture.arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: http://arcareers.arkansas.gov</p>	<p>Entry Level Salary: \$32,405</p> <p>Grade GS05</p> <p>Positions #22088377 Req ID #46433</p>	<p>Open Until Filled</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a high school diploma.
- Four years of clerical and administrative experience in the area of assignment.

Knowledge of:

- Filing and recordkeeping procedures and general office procedures.
- Customer service principles.
- Basic accounting principles.
- Computers and software applications.

Ability to:

- Compose and edit correspondence, reports, and other documents.
- Make decisions within prescribed boundaries.
- Research data and prepare reports and recommendations.