# arseal15ARKANSAS AGRICULTURE DEPARTMENT

## #1 Natural Resources Drive

**Little Rock, AR 72205**

**AN EQUAL OPPORTUNITY EMPLOYER**

JOB OPPORTUNITY

November 2, 2018

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| **TITLE**  **LOCATION** | **ANNUAL SALARY**  **POSITION #** | **APPLICATION MUST BE RECEIVED BY:** |
| **Administrative Specialist II**  **Agency: Arkansas State Plant Board**  **Division: Pesticide**  **Location: Little Rock, AR Office**  **Hiring Authority:**  Arkansas State Plant Board  PO Box 1069  Little Rock, AR 72203  Phone: 501/219-6330  [susie.nichols@agriculture.arkansas.gov](mailto:susie.nichols@agriculture.arkansas.gov)  Standard State of Arkansas employment application required.  Apply on line:  <http://www.arstatejobs.com>  Under Arkansas Agriculture Department | Entry Level Salary: $26,034  Grade GS03  Position #: 22087925 | **November 16, 2018** |

**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:

* 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 systems.
* Operate standard office equipment.
* Analyze documents to determine compliance with rules, regulations, and procedures.
* Communicate both orally and in writing.