# 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 BoardPO Box 1069Little Rock, AR 72203Phone: 501/219-6330susie.nichols@agriculture.arkansas.govStandard State of Arkansas employment application required.Apply on line:<http://www.arstatejobs.com>Under Arkansas Agriculture Department | Entry Level Salary: $26,034Grade GS03Position #: 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.