Arkansas Agriculture Department  
#1 Natural Resources Drive  
Little Rock, AR 72205  
An Equal Opportunity Employer  

Job Opportunity  
July 1, 2019  

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<th>Title</th>
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| Executive Assistant to the Director | Department: Administration  
Location: Pulaski County/Little Rock | Entry Level Salary: $40,340  
Grade GS07  
Position #: 22088594 | July 12, 2019 |

**State’s Minimum Qualifications:**  

**Education/experience requirements:**  
- Equivalent of a bachelor’s degree in Business Administration, Office Administration, Communications, Public Relations or a related field  
- Two years of experience in office or program administration, public relations or a related field  
- One year in a supervisory or leadership capacity  

**Knowledge of:**  
- Supervisory practices and procedures  
- The operation of a professional services office  
- Administrative and office management  

**Ability to:**  
- Supervise a medium-sized administrative support staff  
- Develop and implement office policies and procedures  
- Prepare financial and statistical reports  

**Skills in:**  
- Microsoft Office  

**Agency Specific Information:**  
- Primary duties will include scheduling and correspondence for executive staff.