



Asa Hutchinson
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
agriculture.arkansas.gov
(501) 225-1598



Wes Ward
Secretary of Agriculture

JOB OPPORTUNITY

September 27, 2019

RE-ADVERTISED

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Administrative Specialist II</p> <p>Arkansas Department of Agriculture Plant Industries, Pesticide Little Rock AR (Pulaski County)</p> <p>Hiring Authority: Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6330 susie.nichols@agriculture.arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: http://www.arstatejobs.com Under Arkansas Agriculture Department</p>	<p>Entry Level Salary: \$26,034</p> <p>Grade GS03</p> <p>Position #: 22087924</p>	<p>October 4, 2019</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a high school diploma.
- 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.