



ARKANSAS AGRICULTURE DEPARTMENT
#1 Natural Resources Drive
Little Rock, AR 72205

AN EQUAL OPPORTUNITY EMPLOYER

JOB OPPORTUNITY
July 1, 2019

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Executive Assistant to the Director</p> <p>Department: Administration Location: Pulaski County/Little Rock</p> <p>Hiring Authority: Deputy Secretary of Agriculture Cynthia Edwards #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6362 Fax: 501/312-7051 E-mail: cynthia.edwards@agriculture.arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: http://www.arstatejobs.com</p>	<p>Entry Level Salary: \$40,340</p> <p>Grade GS07</p> <p>Position #: 22088594</p>	<p>July 12, 2019</p>

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.