



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

AN EQUAL OPPORTUNITY EMPLOYER

JOB OPPORTUNITY
June 25, 2019

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Local Office Administrative Specialist (Marketing)</p> <p>Department: Administration Location: Pulaski County/Little Rock</p> <p><u>Hiring Authority:</u> 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: \$32,405</p> <p>Grade GS05</p> <p>Position #: 22088376</p>	<p align="center">July 2, 2019</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- Equivalent of a high school diploma
- Five years of clerical and administrative experience

Knowledge of:

- Filing and recordkeeping procedures and general office procedures
- Customer service principles
- Basic accounting principles
- Computers and software applications

Ability to:

- Compose and edit correspondence, reports, and other documents
- Make decisions within prescribed boundaries
- Research data and prepare reports and recommendations

Agency Specific Information:

- Primary duties would be in support of the Marketing and Communication team
- Travel to meetings and events may be required
- Frequent interaction with constituents
- Frequent multitasking