



ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders
Governor

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Wes Ward
Secretary of Agriculture

**AN EQUAL OPPORTUNITY EMPLOYER
JOB OPPORTUNITY
March 14, 2025**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Administrative Specialist II</p> <p>Department of Agriculture Division: Plant Industry Location: Pulaski County</p> <p>Hiring Authority: 1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6301 E-mail: lexie.felton@agriculture.arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply online: http://arcareers.arkansas.gov</p>	<p>Entry Level Salary: \$32,405</p> <p>Grade GS03</p> <p>Position #22087923 REQ ID # 47984</p>	<p>Open Until Filled</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a high school diploma; plus one year 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 system.
- Operate standard office equipment.
- Analyze documents to determine compliance with rules, regulations, and procedures.
- Communicate both orally and in writing.