Sarah Huckabee Sanders
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

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

Wes Ward
Secretary of Agriculture

AN EQUAL OPPORTUNITY EMPLOYER
JOB OPPORTUNITY
October 10, 2025

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
Legal Support Specialist **Arkansas Department of Agriculture** **Administration** **Pulaski County/Little Rock** **Hiring Authority:** Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/902-7733 E-mail: matthew.ford@agriculture.arkansas.gov Standard State of Arkansas employment application required. Apply on line: http://arcareers.arkansas.gov	Entry Level Salary: $52,137 Grade: SGS06 Positions #22087672 Req ID #53516	**Open Until Filled**

Minimum Qualifications:

- Completion of a legal support or legal secretarial training program, or experience in legal administration or specialized legal support roles may be required.

Knowledge and Skills:

- Ability to manage multiple tasks, maintain accurate records, and meet strict deadlines.
- Keen eye for catching errors and ensuring the accuracy and consistency of legal documents and data.
- Familiarity with legal management software, Microsoft Office Suite, and document management systems.
- Strong written and verbal communication skills to effectively draft documents, interact with clients, and convey essential information to legal team members.
- Commitment to maintaining the integrity and confidentiality of sensitive legal information.
- Understanding of legal terminology, court procedures, and the fundamentals of legal research.

Preferred Qualifications:

- Proficiency in computer and information technology.