JOB OPPORTUNITY
September 25, 2017
RE-ADVERTISED

<table>
<thead>
<tr>
<th>TITLE / LOCATION</th>
<th>ANNUAL SALARY / POSITION #</th>
<th>APPLICATION MUST BE RECEIVED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Specialist II</td>
<td>Entry Level Salary: $26,034</td>
<td>October 9, 2017</td>
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<tr>
<td>Agency: Arkansas State Plant Board</td>
<td>Grade GS03</td>
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<td>Division: Pesticide</td>
<td>Position #: 22087925</td>
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<tr>
<td>Location: Little Rock, AR Office</td>
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</tbody>
</table>

**Hiring Authority:**
Arkansas State Plant Board
PO Box 1069
Little Rock, AR 72203
Phone: 501/225-1598
susie.nichols@aspb.ar.gov

Standard State of Arkansas employment application required.

Apply on line:
http://www.arstatejobs.com
Under Arkansas Agriculture Department

**STATE’S MINIMUM QUALIFICATIONS:**

**Education/experience requirements:**
- The formal education equivalent of a high school diploma; plus 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.