**JOB OPPORTUNITY**

**November 2, 2018**

<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 Grade GS03 Position #: 22087925</td>
<td>November 16, 2018</td>
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<tr>
<td>Agency: Arkansas State Plant Board Division: Pesticide Location: Little Rock, AR Office</td>
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<tr>
<td><strong>Hiring Authority:</strong> Arkansas State Plant Board PO Box 1069 Little Rock, AR 72203 Phone: 501/219-6330 <a href="mailto:susie.nichols@agriculture.arkansas.gov">susie.nichols@agriculture.arkansas.gov</a></td>
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Standard State of Arkansas employment application required.

Apply on line: [http://www.arstatejobs.com](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.
Please note email has changed to theresa.grimmett@agriculture.arkansas.gov

Thanks,

Theresa Grimmett
Assistant Personnel Manager
Arkansas Agriculture Department
#1 Natural Resources Drive
Little Rock, AR 72205
Phone: 501/219-6359
Fax: 501/312-7051