

Temporary Office Assistant at the Kansas City District Office

The Kansas City District Office has an opportunity available immediately for a temporary office assistant (max hours annually = 999). We are looking for a detail orientated person who is great with customers and has extensive computer knowledge. This individual must be able to have a flexible schedule to work various hours based on need (typically 16-20 hours per week sometimes more).

DUTIES:

- Assists patrons with sales to include but not limited to: permits and licensing.
- Answers questions regarding hunting, fishing, boating, state parks, public lands, pertinent laws and regulations, agency services, functions, policies, procedures, wildlife damage, and animal damage control.
- Assists with processing incoming and outgoing mail.
- Performs general filing of records and correspondence.
- Answers phones and assist walk-in customers with a friendly, courteous, and helpful attitude.
- Ensure brochures and department literature organized, displayed and well stocked.
- Greet patrons with a friendly and courteous attitude and portray a positive image of KDWP. Customer service and satisfaction is our goal.

BENEFITS: Starting hourly wage of \$12.25/hr.

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age.
- Must be punctual and reliable with the ability to work daytime hours. Max hours per year: 999 hours.
- Must answer phones as well as greet and assist walk in traffic.
- Must assist in selling agency permits and licenses.
- Must be able to navigate and use basic computer programs and internet.
- Must comply with department rules and regulations.

For more information, contact Tim Urban at 913-422-1314 or tim.urban@ks.gov.

HOW TO APPLY: Applicants will need to complete a KDWP employment application located at <https://www.ksoutdoors.com/KDWP-Info/Jobs/Employment-Application-Additional-Info>. Supplemental information (resume, cover letter, references, etc.), completed applications, and Kansas Tax Clearance Certificate* (see below) can be emailed to tim.urban@ks.gov or mailed to:

Kansas Department of Wildlife and Parks
Attn: Tim Urban
8304 Hedge Lane Terrace
Shawnee, KS 66227

CLOSING DATE: Open until filled. Interested applicants should apply immediately.

We reserve the right to conduct a background check on all qualified applicants.

***Kansas Tax Clearance Certificate:** Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <https://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer.