

Office Assistant at the Emporia Research and Survey Office Temporary/Seasonal Position

The Emporia Research and Survey Office has an opportunity available immediately for a temporary/seasonal office assistant for a maximum of 999 hours per calendar year.

We are looking for a detail-orientated person who is great with customers and has extensive computer knowledge. This individual may pick a mutually agreed upon recurring schedule between Monday and Friday within the hours of 8:00 am - 5:00 pm (Example: Monday, Tuesday, and Fridays from 8:00 am to 2:00 pm) with additional flexibility to fill in on occasion. Priority will be given to applicants who can work on Fridays. This person will typically work 20 hours per week or more as needed.

Duties:

Assist walk-in and phone customers by

- Greeting customers with a friendly and helpful attitude,
- Selling licenses and permits,
- Answering questions regarding hunting, fishing, boating, state parks, public lands, pertinent laws and regulations, agency services, functions, policies, procedures, wildlife damage, and animal damage control, and
- Taking messages or redirecting customers as needed.

Assist KDWP research staff by

- Processing incoming and outgoing mail and surveys,
- Entering survey data,
- Organizing and restocking department brochures and literature,
- Filling in as needed when full time staff take leave or have appointments,
- Assisting with special projects, and
- Maintaining a professional attitude.

Wage: Starting hourly wage of \$13.00 per hour

Minimum Requirements:

- ✓ 18 years of age or older
- ✓ Punctual and reliable with the ability to work daytime hours. Max hours per year: 999 hours.
- ✓ Must answer phones and greet and assist walk in customers.
- ✓ Excellent communication with customers and staff.
- ✓ Must assist in selling agency permits and licenses.
- ✓ Must be able to navigate and use basic computer programs and internet.
- ✓ Comply with department rules and regulations.

For additional information contact Susan Steffen at 620-341-0220.

How to Apply:

1. Complete a Kansas Department of Wildlife and Parks (KDWP) employment application. You may obtain an application on the following page of this job announcement, pick up a paper copy at any KDWP office, or online at <https://ksoutdoors.com/KDWP-Info/Jobs/Employment-Application-Additional-Info>.
2. Submit your **completed application** by email (preferred method) to susan.steffen@ks.gov, in-person at the KDWP Emporia Research and Survey office at 1830 Merchant Street,
OR by mail to: Kansas Dept. of Wildlife and Parks

Attn: Susan Steffen
PO Box 1525
Emporia, KS 66801

Closing Date: June 3, 2024

Interested applicants should apply immediately as we will fill the position as soon as possible. Priority will be given to applicants who can work on Fridays. We reserve the right to conduct a background check on qualified applicants.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. Individuals with disabilities are encouraged to contact agency recruiter Laverne Taylor at 620-672-5911 if reasonable accommodations are needed for any part of the application or hiring process. KDWP is an Equal Opportunity Employer.

Operations Office
Personnel Office
512 SE 25th Ave.,
Pratt, KS 67124-8174
(620) 672-5911

**KANSAS DEPARTMENT OF
WILDLIFE & PARKS**
Application for Employment

Office of the Secretary
1020 S Kansas Ave., Suite 200,
Topeka, KS 66612-1327
(785) 296-2281

Position or type of work you are applying for:	Date available for work:	Date of application:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Check type of employment you are applying for: <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary <input type="radio"/> Summer		
Preferred location: <input type="text"/>		

PERSONAL DATA

Print last name, first name, middle name	EMAIL / Telephone (include area code)	
<input type="text"/>	<input type="text"/>	
Address (street and number)	City, State, Zip Code	County
<input type="text"/>	<input type="text"/>	<input type="text"/>
Are you related to any present Department of Wildlife and Parks employee? <input type="radio"/> Yes <input type="radio"/> No		
If yes, name of employee and your relationship to that employee:		
<input type="text"/>		

(K.S.A. 1-9-21 prohibits the supervision of household and/or family members)

Have you previously retired from the State of Kansas or any other KPERS employer? <input type="radio"/> Yes <input type="radio"/> No
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EDUCATIONAL DATA

Circle highest grade completed: Primary education: 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> GED <input type="radio"/>	Secondary education (College): 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/>	
Name and address of colleges:	Major subjects:	Dates attended From To Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name and address of other schools:	Major subjects:	From To Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name and address of other schools:	Major subjects:	From To Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other skills and abilities (explain):		
<input type="text"/>		

EMPLOYMENT HISTORY

List your last three employers, listing your present or last employer first.

Name of employer: <input style="width: 95%;" type="text"/>	Address: <input style="width: 95%;" type="text"/>	Type of business: <input style="width: 95%;" type="text"/>
Date employed From <input style="width: 15%;" type="text"/> To <input style="width: 15%;" type="text"/> Hrs. per week <input style="width: 15%;" type="text"/>	Starting salary: <input style="width: 20%;" type="text"/> Last salary: <input style="width: 20%;" type="text"/>	Name of supervisor: <input style="width: 95%;" type="text"/>
Your job title and duties: If longer than the box use (See Resume) <input style="width: 95%; height: 20px;" type="text"/>		
Reason for leaving: <input style="width: 95%; height: 20px;" type="text"/>		
May we contact employer: <input type="radio"/> Yes <input type="radio"/> No		

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May we contact employer: <input type="radio"/> Yes <input type="radio"/> No		

I certify that the statements in this application are correct, and if employed, understand that any false information or omissions of material facts in this application may result in termination without notice. I reserve the right to initiate civil or criminal action against those who provide false or libelous information.

APPLICANT SIGNATURE

DATE

OPTIONAL EMPLOYEE INFORMATION

Completing the "Optional Employee Information" section is optional, unless you are hired. If hired, this section must be completed before you can be appointed. If you wish to fill in this section before you are hired, you may do so, but the information in this section cannot be used in any interview or hiring decision. Regarding birth date, the Age Discrimination in the Employment Act of 1979 prohibits discrimination on basis of age.

Birth date (Month, Day, Year): <input style="width: 95%;" type="text"/>	Social Security Number: <input style="width: 95%;" type="text"/>	Sex: <input style="width: 95%;" type="text"/>
In case of emergency, notify: Name: <input style="width: 95%;" type="text"/>	Address: <input style="width: 95%;" type="text"/>	Telephone: <input style="width: 95%;" type="text"/>