

## Seasonal Worker- Office Assistant (Cheney State Park)

Cheney State Park is accepting applications for park office assistant, a seasonal position that will not exceed 999 work hours annually. We are looking for a hardworking and dependable individual available for up to 40 hours per week. The employee will work May to September, primarily on the weekends and holidays.

### DUTIES:

- Greet patrons with a friendly and courteous attitude and portray a positive image of KDWPT.
- Answer Phone Calls
- Create and edit reservations through the state park online reservation system
- Sell vehicle permits, boating registrations and hunting and fishing licenses

### MINIMUM REQUIREMENTS:

- Must be proficient with a computer and Microsoft Office
- Good communication skills
- Must comply with department rules and regulations
- Must be able to pass a background check
- Must be available on weekends and holidays

For more information, contact the park office at 316-542-3664 or e-mail [kdwpt.cheneysp@ks.gov](mailto:kdwpt.cheneysp@ks.gov).

**HOW TO APPLY:** Applicants will need to complete a KDWPT employment application located at <https://www.ksoutdoors.com/KDWPT-Info/Jobs/Employment-Application-Additional-Info> or at any KDWPT office.

**CLOSING DATE:** Interested applicants should apply immediately, open until filled.

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. Women and minorities are encouraged to apply.**