

Office Assistant – Licensing Section

This part-time position (limited to 999 hours/year) is located in the Licensing Section at the Pratt Operations Office, Pratt, KS; and is directly supervised by Mary Becker, Assistant Chief of Licensing.

A flexible working schedule, within normal business hours (8 a.m. to 5 p.m., Monday thru Friday), will be determined upon offer of employment.

Duties: Assist walk-in customers with license and permit purchases. Assist in answering and redirect all phone calls received at the front desk using a PBX switchboard. Issue boating registrations; new, transfers and renewals to walk-in customers. Assist in printing, stuffing, and mailing licenses, permits, and boat registrations. Assist in answering all phone calls related to KDWP licensing. Answer emails coming in from various locations as well as web support. Provide exceptional customer service in person, over the phone and in emails. Assist in other duties as assigned.

BENEFITS: Hourly wage \$12.50-\$13.50/hr., depending on experience and skill level.

MINIMUM REQUIREMENTS:

Must be punctual and reliable. Must be proficient in Microsoft Office and internet. Must accurately be able to receive and count back money. Excellent customer service abilities required. Must comply with department rules and regulations.

HOW TO APPLY: Complete a KDWP employment application available at <http://ksoutdoors.com/KDWP-Info/Jobs> or at any KDWP office and e-mail to mary.becker@ks.gov. Supplemental information (resume, cover letter, and references) preferred. Completed employment applications may also be mailed to:

Pratt Operations Office
Attn: Mary Becker
512 SE 25th Ave
Pratt, KS 67124

CLOSING DATE: 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.