

## **Temporary Office Worker at the Wichita Regional Office (2)**

The Wichita Regional Office has an opportunity available immediately for two temporary office workers. We are looking for detail orientated people who are great with customers and have extensive computer knowledge. These individuals must be able to work the hours listed below (normally 20 hours per week) and have a flexible schedule to work various hours.

### **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 traffic.
- Keeps 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 \$13.00/hr

### **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Must be punctual and reliable with the ability to work daytime 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 Paula Rudiger or Alan Stark at 316-683-8069 or at [alan.stark@ks.gov](mailto:alan.stark@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> or at any KDWP office. Supplemental information (resume, cover letter, references, etc.) appreciated. Completed applications can be emailed to [alan.stark@ks.gov](mailto:alan.stark@ks.gov) or mailed to:

Kansas Department of Wildlife and Parks  
Attn: Alan Stark  
6232 E 29th St N  
Wichita, KS 67220

**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.**