

## **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 Shanda Knapic, Chief of Licensing.

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

**Duties:** Answer and redirect phone calls received at the front desk, assist walk-in customers with license and permit purchases, and respond to customer inquiries in a professional and timely manner. Direct and manage walk-in traffic and visitors. Assist in printing, stuffing, and mailing licenses and boat registrations. Answer phone calls related to KDWP licensing. Assist with special and big game permits as needed. Provide exceptional customer service in person, over the phone, and in emails. Professionally communicate with the licensing department for proficient teamwork. Assist in other duties as assigned.

**Benefits:** \$11.00-\$15.00/hr., depending on experience and skill level.

**Minimum Requirements:** Must be proficient in Microsoft Office. Basic knowledge of all KDWP rules, regulations, and policies is preferred. Excellent customer service abilities required. Must possess and maintain a valid driver's license.

**How to apply:** Complete a KDWP employment application available at <https://ksoutdoors.com/KDWP-Info/Jobs> or at any KDWP office, and e-mail to [shanda.knapic@ks.gov](mailto:shanda.knapic@ks.gov). Supplemental information (resume, cover letter, and references) preferred. Completed employment applications may also be mailed to:

Pratt Operations Office  
Attn: Shanda Knapic  
512 SE 25<sup>th</sup> 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 <http://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.**