



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Administrative Assistant III in the Real Estate Section

START & END DATE: Summer: May - August 2018 (Start and End Date Flexible)

PAY RATE: 18.95/hour, no benefits

LOCATION: Denver, Real Estate Section

DEADLINE FOR APPLICATIONS: Open, until filled

JOB DESCRIPTION: Work involves providing professional administrative support to the team of Real Estate Specialists and the Land Protection Specialist who comprise the Section. This is often a fast-paced, deadline-oriented role, which demands excellent attention to detail, an ability to work independently, and the ability to complete projects in a timely fashion. A background in land conservation or real estate is not required, but an interest in the mission of the agency is helpful.

Required skills:

- Excellent work ethic and attitude
- Very strong background in MS Office Suite: PowerPoint, Excel, Word, and Publisher and particularly Access; ability to use Adobe Acrobat Professional and Salesforce
- Familiarity with relational databases and their application
- Familiarity with Google Apps and their use in business applications
- Willingness to work as part of a team and to take direction from management and senior staff

MINIMUM REQUIREMENTS: College degree and minimum one year related work experience.

HOW TO APPLY: Please email a current resume, cover letter, and separate description of one page or less outlining computer skills to: elizabeth.dowling@state.co.us. Qualified applicants will be contacted to arrange for an interview.

