



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Customer Service Representative

START & END DATE: March 9 through end of November

PAY RATE: \$14.00/hour based on experience

LOCATION: Northeast Region Office, 6060 Broadway, Denver, CO 80216

DEADLINE FOR APPLICATIONS: January 20, 2020 or until 25 qualified applicants are received

JOB DESCRIPTION: This position will sell products and provide information to customers, including sales of wildlife products (hunting and fishing licenses, refund and duplicate licenses, and hunter education cards), and parks products (parks passes, OHV permits, snowmobile and boat registrations); maintenance of customer records in IPAWS (name and address changes, hunter education verification, and other documentation as needed); maintain and update information bulletin boards, seasonal handouts/reports/forms, and informational packets, answer questions about wildlife or parks; perform wildlife euthanization. The position provides internal customer service to other staff, serving as front desk reception; administrative duties such as management of copy, fax, and IPAWS machines including supply stocking; back up to maintenance of animal seals log and stocking of required supplies for mandatory animal checks; pickup/delivery and distribution of mail; monitors and ensures that standard office supplies, brochures, and merchandise are in stock; other administrative duties as assigned.

MINIMUM REQUIREMENTS: Valid driver's license required. Ability to interact positively with the public in various situations. Weekend and evening work may be required. Hunting and fishing experience helpful.

HOW TO APPLY: Email cover letter and resume to michael.gallegos@state.co.us

