**Temporary Job Announcement**

**POSITION:** License and Pass Disability and Refunds Temp (40 hours per week)

**START AND END DATES:** November 02, 2020- May 31, 2021

**PAY RATE:** $14.00 per hour

**LOCATION:** 6060 Broadway, Denver, CO 80216

**DEADLINE FOR APPLICATIONS:** October 30, 2020

**JOB DESCRIPTION:** The License and Pass Disability and Refunds Temp will be helping primarily the Disability Coordinator and Refunds Coordinator with heavy workloads during this time, but will also assist all License and Pass staff with various assignments and job shadowing, including but not limited to the following:

* + **Processing disability licenses and passes, and ADA accommodations to approved customers. This will include learning the regulations and statutes applicable to those programs and the processing steps.**
	+ **Organizing refund and restoration of preference point requests. This will require learning the regulations applicable to the refunds program and the processing steps.**
	+ Learning the IPAWS license and pass system and attending meetings related to system improvements.
	+ Completing IPAWS administrative tasks such as merging duplicate customer records.
	+ Greeting customers at our front desk. Answering the phone and forwarding the calls to the appropriate CPW staff.
	+ Fulfilling bulk park pass orders.
	+ Looking for process improvements or efficiency opportunities and providing proposals to the team.

**MINIMUM REQUIREMENTS:** The ideal candidate will have interest in the parks, wildlife, and/or the outdoor recreation profession.  Experience with databases, email, and internet research is preferred.  Candidates should also be well organized, detail-oriented, have excellent communication skills (oral and written), able to work independently, multi-task effectively and possess an overall positive attitude.

**HOW TO APPLY:** Please submit a cover letter, resume, and writing sample via e-mail. Submittals should be directed to: dnr\_disability.apps@state.co.us with "License and Pass Disability and Refunds Position" in the subject line.

**Qualified applicants will be contacted to schedule an interview.**