

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Margaret Morelli, Lead Administrative Support

ADDRESS: 1400 S. 19th

CITY: Bozeman

STATE: MT **ZIP:** 59718

PHONE: 406-577-7878

EMAIL ADDRESS: mmorelli@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 3, 2022

APPLICATION DEADLINE: Friday February 11, 2022 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Administrative Clerk **# OF POSITIONS:** 1

LOCATION(S): R3 Headquarters – 1400 S. 19th Ave. Bozeman, MT 59718

WORK START/END DATES:

February 21 to June 3

- 75 Days
- 15 Weeks

24 weeks total 120 days 3 hours a day 5 days per week

October 3 to December 2

- 45 Days
- 9 Weeks

370 Total Internship Hours for the Year

HOURS/WEEK: 15 hours per week

TRAINING/ORIENTATION DATES: None – On the job training.

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

\$15.00 per hour/ 370 Total Internship Hours

POSITION DESCRIPTION:

This position is located in the Region 3 Headquarters Office, Front Desk. The Front Desk Unit serves as a primary FWP license agent and is responsible for accurately issuing a variety of hunting, fishing, and miscellaneous licenses, permits, and decals and corrects errors on licenses sold by external license providers. Along with the Customer Service and clerical duties conducted at the Front Desk, the chosen intern will participate in conducting Aquatic Invasive Species (AIS) boar checks, assist with tagging harvested animals, accounting for Fishing Access Site (FAS) revenue among other regional duties according to the time of the year and the needs of the office.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

- Excellent public relations skills, including establishing positive work relationships with public and coworkers.
- The ability to communicate effectively with external and internal customers in person, in writing and on the phone.
- Ability to memorize and retain information, i.e. price of licenses, season dates, phone numbers, laws, etc.
- Must be tactful, courteous and professional.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.): Resume including references. Please send to contact person listed above.

ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Working environment is in an office setting.

Standing for long periods of time at the front counter issuing licenses during “peak” seasons. Intern must be able lift 40-pound boxes.