

**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:**

Tuesday, January 3, 2023

**APPLICATION DEADLINE:**

Friday February 10, 2023, at 5:00 PM (postmarked)

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

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

**LOCATION(S):** R3 Headquarters – 1400 S. 19<sup>th</sup> Ave. Bozeman, MT 59718

**WORK START/END DATES:**

February 21 to June 2

- 75 Days
- 15 Weeks

<p>24 weeks total 120 days 3 hours a day 5 days per week</p>
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185 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/ 185 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

**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.