Resource Assistant at Shaw Nature Reserve Office, 63089

Employer: Missouri Department of Conservation
Closing: 5/15/2016
Location: Gray Summit, MO

Duties and Responsibilities

POSITION TERM: June 1, 2016 – August 31, 2016

The principle responsibility of this position is to provide support to the Big River Specialist on matters concerning the Commercial Fisheries Program. Primary duties include entering, maintaining, querying and summarizing data within/from a database. Also responsible for communicating and coordinating with commercial fishers to collect information and materials, creating/maintaining online information, assisting the Big River Specialist and Fisheries Biologists with various tasks and other duties as assigned.

SALARY: This position pays $8.58 per hour. Department benefits are not available for temporary positions.

HOURS PER WEEK: 20-30

LOCATION OF POSITION: This position is headquartered in Villa Ridge, Missouri. Position is in the Fisheries Division.

HOW TO APPLY: Mail, email or fax your resume to Joe McMullen (contact information below).

CLOSING DATE: Your resume must be received by May 15, 2016.

Missouri Department of Conservation, Shaw Nature Reserve Office
108 Ray Garlick Lane, Villa Ridge, Missouri 63089
Telephone (636) 451-3512 ext. 6048
Fax (636) 451-0541
Joseph.McMullen@mdc.mo.gov

Qualifications

Graduation from high school or G.E.D. equivalent; enrollment in a natural resources related degree program and a demonstrated interest in fisheries conservation is highly desirable. Proficient computer skills including knowledge of Microsoft applications, particularly Excel and Access. Ideal candidate will have experience with fisheries related research, data entry, database and spreadsheet management, and webpage design and possess good organizational and communication skills. Missouri Driver’s license or capability to attain one. Ability to travel occasionally; possibly working evenings, holidays, and weekends when necessary.

CORE COMPETENCIES AND SPECIAL ABILITY REQUIREMENTS:
Ability to:

Accept all responsibilities of the job and assigned tasks.
Use provided computer technology to enhance the quality of work and programs.
Keep focused on understanding, anticipating and responding to the needs of customers.
Accept change and new information and cope with job pressure and stress.
Define a problem, analyze relevant information, develop solutions and solve problems.
Maintain focus and intensity, and remain optimistic and persistent even under adversity.
Develop and sustain cooperative working relationships and a productive, team-oriented atmosphere.
Demonstrate technical proficiency in areas of responsibility.
Demonstrate regular and predictable attendance.
Operate a motor vehicle and obtain a valid Driver’s License by date of employment.
Manage time wisely, including setting and/or following priorities to ensure critical tasks are completed.
Effectively communicate, both orally and in writing.
Travel and stay overnight occasionally and work evenings, holidays and weekends when needed.
Work outside occasionally in potentially inhospitable conditions (extreme temperatures, rain, etc.).

CONDITIONS OF EMPLOYMENT:

Smoking is prohibited in all owned, rented or leased Department of Conservation offices, buildings, and similar facilities, in Department aircraft, and in vehicles.

The Department of Conservation will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial or re-employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.

Exemption Status/Special Notes

Contact Joe McMullen, (636) 451-3512 Ext.6048 Joseph.McMullen@mdc.mo.gov

Please mail your resume/contact the above person to apply.