



**STATE OF IDAHO**  
invites applications for the position of:

## **Office Specialist 2 - Deary**

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<b>SALARY:</b>	\$11.42 - \$13.51 Hourly
<b>DEPARTMENT:</b>	Department of Lands
<b>OPENING DATE:</b>	04/01/21
<b>CLOSING DATE:</b>	04/15/21 11:59 PM
<b>DESCRIPTION:</b>	

The Idaho Department of Lands has an opening for our Office Specialist 2 position. This position is a temporary, part-time benefited position located in Deary, Idaho.

If you are interested in applying for this position. Please email your resume and cover letter to [careers@idl.idaho.gov](mailto:careers@idl.idaho.gov).



### **EXAMPLE OF DUTIES:**

#### **Responsibilities:**

- Process in and outbound mail
- Receive customer payments, provide receipts, and make daily bank deposits
- Produce documents, letters, and reports using word processing software and equipment
- Schedule appointments
- Data entry
- Create and maintain files
- Greet or screen visitors and callers
- Provide answers for routine and non-routine questions regarding IDL procedures, policies, and programs
- Perform a wide range of clerical and secretarial work using a variety of computer programs
- Create, review and process documents and records; ensure files are up to date and maintained
- Review documents from staff for composition, grammar, and punctuation

- Maintain all common office areas and office equipment
- Provide exceptional customer service to teammates and stakeholders
- Prepare conference rooms for meetings, interviews, and other related events

## **MINIMUM QUALIFICATIONS:**

### **Good knowledge of:**

- Rules of effective business English usage, spelling, punctuation, and grammar

### **Experience:**

- Using alphabetical, numerical, or subject filing systems to include determining file names, setting up new files, classifying, labeling, filing, and retrieving; reviewing documents for compliance with established procedures
- Using a computer to enter and retrieve information
- Answering a business telephone using knowledge of business telephone procedures and etiquette

## **SUPPLEMENTAL INFORMATION:**

### **Desired Qualifications:**

- Experience using Microsoft Office Suite of programs; Word, Excel, Outlook, OneNote, SharePoint, Internet, and PowerPoint at an intermediate level
- Knowledge of Adobe Pro X, familiarity with Access
- Experience answering a multi-line business telephone using knowledge of business telephone procedures and etiquette
- Experience reviewing documents for compliance with established procedures
- Experience collecting and organizing data; applying and explaining complex information
- Good understanding of computers, networks, printers, copiers and scanning
- Some knowledge of basic bookkeeping and accounting practices
- Type 40 words per minute, and 10 key by touch
- Ability to use mapping applications such as Google Maps or ArcGIS

### **Equal Employment Opportunity:**

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

### **Veterans' Preference:**

Preference may be given to veterans who qualify under state and federal laws and regulations.

### **Supplemental Questions and Application Instructions:**

Per [IDAPA 15.04.01](#), only the top 25 applicants will be provided to the hiring manager.

The top 25 will be determined by the answers applicants provide in the supplemental questions.

Work experience must include: positions held, dates of employment, and responsibilities/duties performed.

Education and/or training must include: field of course work, degree title, and additional applicable coursework.

Please contact [careers@idl.idaho.gov](mailto:careers@idl.idaho.gov) with questions regarding the application process.

### **Additional Information:**

The Fair Labor Standards Act (FLSA) code for this position is Covered (C) Based on the FLSA code for this position, compensatory time will accrue at a rate of 1.5 hours for each 1 hour of overtime worked. Compensatory time off may be provided in lieu of overtime cash compensation. Vacation accrual is based on the FLSA code and accrual rates can be found at: <https://dhr.idaho.gov/wp-content/uploads/Section2Vacation-1.pdf> (Exception: Employees engaged in Fire Suppression activities for which overtime hours are earned will be paid at the rate of 1.5 times the hourly rate for each one hour of overtime worked. Payment will be made on the regular pay date corresponding to the pay period in which the overtime work occurred.)

### **About IDL:**

The Idaho Department of Lands (IDL) believes in its employees and values stewardship, service, accountability and cohesiveness. Our goals emphasize our people and processes, financial stewardship, and customer focus. We strive for a culture in which leadership equips, entrusts and expects employees to make decisions in fulfillment of our mission. View our Strategic Plan [here](#).

Under the direction of the [Idaho State Board of Land Commissioners](#), IDL manages more than 2.4 million acres of state [endowment trust land](#) under a constitutional mandate to produce maximum long-term financial returns for public schools and several other state of Idaho institutions. Leases and other contracts are used to authorize revenue generating activities such as timber harvest, grazing, farming, mining, commercial use, residential use, and conservation in a prudent and sustainable manner.

Managing endowment trust lands is only part of our story. We also protect public resources such as water quality, fish, wildlife habitat, and recreation on [public trust lands](#), and ensure the protection of water quality and other resources by overseeing forestry and mining practices across all ownerships in the state. We also work to reclaim abandoned mines in Idaho. One of our most important resource protection responsibilities is fire prevention and suppression. We also provide assistance to landowners to manage their forestlands, work with communities to plant trees in urban settings, help keep working forests working through the Forest Legacy Program, and work with many partners to promote healthy forests on a landscape level. IDL also is the administrative arm of the Idaho Oil and Gas Conservation Commission.

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