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|  | **Applications for the position of:****Office Specialist 2 - Kamiah** |

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| **SALARY:** | $11.65 - 12.26 Hourly |
| **OPENING DATE:** | 03/23/21 |
| **CLOSING DATE:** | 04/12/21 5:00 PM |
| **DESCRIPTION:** |  |
| **The Idaho Department of Lands has an opening for our Office Specialist 2 position.****This is a part-time benefited position located in Kamiah, Idaho.** |
| **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
* Assist in Financial and Logistical Fire Prevention and Fire Suppression activities which may require working after hours or weekends
* Prepare conference rooms for meetings, interviews, and other related events
* Issue and track Certificate of Compliance/Notifications
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| **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
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| **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 Idaho Department of Lands at (208) 935-2141.**Veterans' Preference:**Preference may be given to veterans who qualify under state and federal laws and regulations.**Resume and Application Instructions:** 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 Tracy at (208) 935-2141 or thasz@idl.idaho.gov with questions regarding the announcement and application process.**Benefits:** https://dhr.idaho.gov/StateEmployees/Benefits.html |

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| Applications and job announcement are available online at <https://www.idl.idaho.gov/about-us/jobs/> or at 913 3rd Street, Kamiah, ID. Please submit your IDL Temporary application online and email your current resume to careers@idl.idaho.gov | OFFICE SPECIALIST 2 – KAMIAH |