STATE SUPERVISOR
WILDLIFE ADMINISTRATIVE SERVICES

Definition
Under limited supervision, provides administrative support for all State activities to the Wildlife Administrative Services Office Manager. Supervises employees engaged in State activities; monitors workflow; assists in administrative functions in preparation for the tag drawings; provides positive administrative support and any other duties as assigned.

Examples Of Work Performed
Ensures staff understands and adheres to policies and procedures.
Executes pre and post draw activities, create template for preprinted and over the counter applications, provide on-the-job training
Directly supervises all phases of application processing; reviews reports; printing of tags, licenses, refund checks or files, results letters
Balances monies received with applications; creates worksheets for department errors; maintains inventory of controlled documents; monitors workflow; perform bank reconciliations; assists in reviewing yearend file updates.
Answers telephone responding to questions from clients and clerks regarding the application process; maintains a daily phone log.
Supports manager as needed.

Employment Standards
Knowledge of draw-related State game regulations; the Application Hunt System©; the basic elements of data entry; spelling and punctuation; telephone and customer service, Skills in operation of basic office equipment and simple arithmetic calculations; Word and Excel helpful.
Abilities to establish and maintain positive working relationships with the staff and public; perform duties and responsibilities involving independent judgment; interpret and apply administrative and office policies.

Experience: Minimum of two years experience in Application Hunt System data processing. Ability to type a minimum of 50 words per minute and ten-key a minimum of 100 kpm. Previous supervisory experience desired.

Education: Minimum High School Diploma – some college desired. Successful completion of SCI Wildlife Administration Training Course.

Salary: Based on education and experience.