



NATIONAL
WILDLIFE
REFUGE SYSTEM



NOW RECRUITING!

Administrative Support Assistant at Kootenai National Wildlife Refuge, ID

Just five miles west of Bonners Ferry and nestled beside the Selkirk Mountains of Northern Idaho, this 2,774 acre refuge provides diverse habitats for a large variety of wildlife.

A Great Place to Live and Work...

- Explore the Inland Northwest, an area defined by dry climate, unique geology, and diverse mix of agriculture and industry.
- Easy access to recreation opportunities, including hunting, fishing, wildlife viewing, and kayaking.
- Join the National Wildlife Refuge System, the largest network of protected lands and waters.

Learn More:

fws.gov/refuge/kootenai

bonnersferrychamber.org

[careers.doi.gov/occupational-series/
miscellaneous-clerk-and-assistant](https://careers.doi.gov/occupational-series/miscellaneous-clerk-and-assistant)

Is This The Job For You?

- Primary duties include general office assistance, procurement, budget & financial management support, payroll processing, travel arrangement, and filing.
- Salary of \$42,202 - \$60,703 with performance-based step increases.
- Permanent, full-time employment.
- Access to federal health, dental, vision, and life insurance programs.
- Retirement and Thrift Savings Plan benefits included.
- Non-competitive hiring options for qualified veterans, Pathways interns, and more!



Apply Online at usajobs.gov/job/727624500

– Application Period Ends June 6th, 2023 –

**For More Information, Contact Jason Werner
at (509) 559-3024 or jason_werner@fws.gov**