

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36151
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	03	Grade:	12
Workers Comp Code:	7720		
Job Code Established:	06/15/06	Effective Date:	7/01/06
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Game & Fish Wildlife Management and Development Series

JOB CODE TITLE: GAME & FISH ASSISTANT 1

HRIS TITLE: G & F ASST 1

CHARACTERISTICS OF THE JOB CODE: Provides assistance to agency programs including public relations in a regional office or in the field, basic survey, data entry and/or data summarization duties. This is the entry level of the assistant series. Employees perform basic tasks according to established protocols and seek supervisory direction for any departures from assigned project parameters.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Interviews participants in wildlife-related recreational opportunities in accordance with survey design and guidelines. Enters, sorts and summarizes data. Assists with wildlife surveys. Communicates basic wildlife information to the public. Assists with public outreach programs. Prepares, maintains and performs basic repairs on equipment needed for survey work. Identifies field supply needs.

WORK CONDITIONS: Works in an office and/or outdoors. Work hours vary and may include holidays, weekends and/or early morning or late evening hours. May require travel to assigned work area in vehicle and/or by hiking and backpacking 50 pounds or more over rough terrain. May require overnight camping. May work in primitive field conditions in Arizona's weather and geographic extremes.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Assigned area sufficient to perform duties. Basic math and basic statistical analysis techniques. Computerized and manual information management in office and field settings and ability to use basic computer applications.

Skill in / Ability to: Learn and apply appropriate federal, state and agency laws, rules, regulations, policies and procedures. Work on own and with others. Communicate verbally and in writing. Work varied hours. Apply public relations and problem-solving techniques and promote positive interpersonal relationships with the public. Work outdoors in primitive field conditions, hike, backpack and/or camp overnight. Lift and carry 50 pounds or more, sometimes for extended periods. Use and perform basic maintenance and repair on various vehicles and equipment appropriate to assignment.

KSAs are typically obtained through experience and/or education in:

- Working on a farm or ranch or closely related work
- Course work in wildlife

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Special Selection Factors: Possession of and ability to maintain valid Arizona driver's license appropriate to assignment. Positions may require ability to pass post-offer medical/physical examination. Some positions may require the ability to obtain special certification, e.g., herbicide application. Specialty area announced during the recruitment process.