

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36152
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	03	Grade:	14
Workers Comp Code:	7720		

Job Code Established:	Effective Date:
Job Code Revised:	Effective Date:

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

JOB CODE TITLE: GAME & FISH ASSISTANT 2

HRIS TITLE: G & F ASST 2

CHARACTERISTICS OF THE JOB CODE: Provides assistance to agency programs. Learns how to perform a variety of work tasks in wildlife, e.g. game, non-game, fishery, habitat, management and research programs. Initially works under close supervision, and gradually exercises initiative to perform routine tasks within established guidelines. Performs basic maintenance and repair work as needed. The Game & Fish Assistant 2 level of the series provides employees with opportunities to acquire the knowledge, skills and abilities to advance within the agency work system.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Learns and applies federal, state and agency laws, rules, regulations, policies and procedures. Learns to identify, quantify, examine and analyze various types of flora and fauna and their ecological support systems. Learns to perform and assists with a variety of survey operation and reporting duties, e.g., marking and tracking marked wildlife, fish sampling and basic water analysis, determining field work material needs, basic data compilation and tabulation, publication presentation and report writing. Learns to perform and assists with a variety of tasks of average difficulty associated with the propagation, feeding, care and distribution of hatchery fish, e.g., care of eggs during the incubation period, feeding, water sample collections, treatment application to control aquatic vegetation and fish disease, fish-stocking operations, building maintenance, specialized hatchery equipment use and maintenance, fish raceway and pond cleaning and maintenance and records maintenance. Operates, maintains and repairs various equipment. Performs minor carpentry, plumbing, electrical and mechanical work.

WORK CONDITIONS: Works in office and outdoors. Work hours vary and may include holidays, weekends and/or nighttime. May require travel to assignment 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. May be exposed to hazardous materials. May require living and working in a remote area.

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. Learn and apply basic wildlife knowledge, including disease recognition and various wildlife management techniques appropriate to assignment. Learn and apply field data compilation and tabulation techniques. Learn report writing and presentation preparation. Communicate

verbally and in writing. Use basic computer applications. Work on own and with others. 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 tools and perform basic building, vehicle and equipment maintenance and repair. Operate a variety of vehicles, possibly including ability to operate special fish hatchery vehicles. May require application of medications or chemicals.

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

- Working on a farm or ranch or closely related work
- Course work in wildlife and/or working with wildlife management professionals

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.