

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36153
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	03	Grade:	15
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 3

HRIS TITLE: G & F ASST 3

CHARACTERISTICS OF THE JOB CODE: Performs a variety of duties in support of wildlife management and research programs and projects, building and equipment maintenance and repair and/or customer service. May coordinate the activity of one or more established programs within the region. May act as lead or oversee volunteers. Generally, employees at the Game & Fish Assistant 3 level help regional or branch management by performing a variety of duties for all programs under general supervision.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Assists with game, non-game, fish and/or habitat survey work, e.g., tagging animals and/or fish for recapture data and/or radio tracking, identifying, quantifying, examining and analyzing various types of flora and fauna and their ecological support systems. Assists in preparation and maintenance of materials and equipment needed for field work. Assists in compilation and tabulation of basic field data and/or preparation for publication or public presentation. Assists law enforcement in non-law enforcement duties, e.g., check stations, maintaining evidence lockers and warehouse. Performs general maintenance and repairs on regional buildings, fences and gates and performs landscaping duties. Uses a variety of small equipment, some specialized. Operates, maintains and makes minor repairs on heavy equipment and other specialized vehicles, e.g., boats, off-highway vehicles, four-wheel drive, snow plows. Provides customer services, e.g., selling licenses, registering water craft, answering questions and solving problems. Uses appropriate office equipment. May oversee activities of or act as lead over volunteers and/or others.

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. Basic office policy and procedures. Variety of vehicles, heavy machinery, construction and other tools and equipment and their proper use

Skill in / Ability to: Perform both manual labor and office-related duties. 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. Apply basic office policy and procedures and to use office equipment. Apply field data compilation and tabulation techniques. Learn report writing and presentation preparation. Communicate verbally and in writing. Use basic computer applications. Apply public relations and problem-solving techniques and promote positive interpersonal relationships with the public. Work on own and with others. Work varied hours. 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, snowplows, etc. 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.