NR Fisheries Census Clerk

Job ID: 4503

Who May Apply: Open to all applicants

Date Posted: 4/8/2016

Closing Date: 4/18/2016

Hiring Agency/Seniority Unit: Department of Natural Resources

Division/Unit: Fish and Wildlife

Work Shift/Work Hours: Day Shift - 6:00 a.m.-10:00 p.m.

Days of Work: Varies

Travel Required: Yes

Salary Range: $14.73 - $19.29/hourly

Classified Status: Classified

Bargaining Unit/Union: 206 - AFSCME Clerical

Anticipated End Date: 9/30/2016

Work Area: Baudette

Employment Condition: Temporary, full-time

Job Summary

**This job posting will be used to fill up to 2 NR Fisheries Census Clerk positions.**

This is a temporary position anticipated to begin May 12 and end September 30. Hours and days of work will vary by week with shifts between the hours of 6:00 a.m. and 10:00 p.m. and will include weekends and holidays.

A NR Fisheries Census Clerk performs fisheries census interviewing work by counting and interviewing anglers and other recreational users of surface waters at selected survey sites and at selected times so that estimates of fishing pressure, catch-rates and species composition may be accurately calculated. This position collects data to be used for the estimation of fishing pressure, catch, harvest, and angler demographics on Lake of the Woods.
Responsibilities include:

- Performing fisheries census work along the US and Canadian border by counting and interviewing anglers and other recreational users of surface waters at selected survey sites so that estimates of fishing pressure, catch rates and species composition may be accurately calculated.

- Resorts, businesses, and anglers to conduct interviews and gather samples by using polite, friendly conversation and explaining the reason for the intrusion.

- Collecting data on anglers' fishing experience and catch based on census design; interview anglers with the aid of questionnaire forms; identify, weigh and measure fish; collect scales, fin spines or other fish parts; and collect and document weather and water temperatures.

- Counting angling activity through direct observation. Answer or properly refer questions about fishing and DNR fisheries work in general by using basic DNR program and fishing knowledge.

Qualifications

Minimum Qualifications:

Communication skills sufficient to request and accurately record information provided by anglers.

Skill in counting and measuring.

Knowledge of basic math sufficient to add, subtract, multiply and divide whole numbers.

Ability to identify common fish species.

Understanding of basic external fish anatomy.

Basic knowledge of computer data entry.

Ability to independently follow a detailed schedule for collection of data.

Ability to work in adverse weather and environmental conditions in remote locations.

Preferred Qualifications:

Associate's degree in fisheries management, aquatic biology, or related field.

Ability to navigate using a lake map, GPS and a compass.

Safety training.

Watercraft operator certification.

Experience with Access, Excel, and other Microsoft programs.
Experience identifying common fish species.
Knowledge of Minnesota angling regulations.
Experience in a customer service job requiring extensive public interaction.
Experience working as a Fisheries Census Clerk or equivalent.

Physical Requirements
Requires occasionally lifting articles such as 50-pound cans of gasoline, frequently lifting and/or carrying objects such as heavy tools, batteries, anchors, chains, electro-fishing gear, 5 gallon buckets of water, hoses and file boxes. This job may require walking or standing to a significant degree on rough terrain, along/in streams and lakeshores and up and down steep slopes. The job will require beaching watercraft, and launching watercraft from rough beaching sites.

Additional Requirements
This position requires an unrestricted Class D Driver’s License with a clear driving record.

It is policy of the Department of the Natural Resources that those offered employment submit to a background check prior to employment. All job offers are contingent upon passing the following components:

Criminal history check
Driver's license history
Reference checks

Application Details
To Apply
For additional information about the application process, go to http://www.mn.gov/careers.

Contact
If you have questions about the position, contact Phil Talmage at phil.talmage@state.mn.us or 218.634.2522 ext 230.

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recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.