

Natural Resource Officer I Test and Assessment Announcement

The Kansas Department of Wildlife, Parks and Tourism is accepting applications for the testing and assessment of individuals for entry level law enforcement positions within the Law Enforcement Division of the agency. Successful applicants will become part of a pool of eligible applicants who may receive offers for employment as a Natural Resource Officer I, commonly referred to as a Game Warden or Conservation Officer. At present, there are four vacancies eligible to be filled immediately. Additional future openings may become available during the year.

Applicants meeting the minimum qualifications for the position will be screened, tested and assessed for entry into the pool of qualified applicants. All qualified applicants will be ranked in accordance to their performance during the testing and assessment process.

The positions to be filled are permanent, full-time positions located in the Law Enforcement Division. The positions are directly supervised by an assigned Lieutenant and will normally work within the assigned work area. The incumbent will be required to live within the assigned area and in a location having adequate cell phone and air card coverage from within the officer's residence.

The incumbent enforces state and federal wildlife laws and regulations by patrolling an assigned area; conducts boating enforcement responsibilities for assigned area, protects Department properties; investigates violations, makes arrests, collects evidence, prepares cases for court and testifies, as required, and must be a credible witness in court; assists other law enforcement agencies and the public in emergency situations; maintains enforcement equipment; completes required law enforcement reports; provides a public relations program; provides public instruction and education in boating safety, furharvester, hunter education and wildlife education programs; provides technical and biological assistance to citizens, sports persons, landowners and other agencies in investigating matters of environmental concern; provides animal damage control and wildlife collection and disposal; wildlife surveys and general maintenance on department lands; and assists in other department programs.

BENEFITS: Beginning hourly salary, \$19.16; group health and life insurance; retirement; Deferred Compensation and KanElect options; holidays; and sick and vacation leave.

MINIMUM REQUIREMENTS: Bachelor's degree in natural resources and a valid driver's license. Experience may be substituted for education as determined relevant by the agency. The successful candidate must pass a background check and must be a credible witness in court.

NECESSARY SPECIAL REQUIREMENTS: This class requires the employee to be certified as a law enforcement officer by the Kansas Law Enforcement Training Commission. Certification must be obtained before the employee is given permanent status. The employee must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and annual training as required by K.S.A. 74-5607a.

This class requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a position in this class, candidates cannot have been convicted of a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 992 (g) (8) and (9). To be eligible for certification in the state of Kansas, one must also be free of any diversions from a felony or misdemeanor domestic violence crime as set forth by the Kansas Law Enforcement Training Act.

Candidates for positions in this class must have the following: be a U.S. citizen; be 21 years of age at the time of appointment; free of conviction of any crime punishable by imprisonment in a federal penitentiary or a state prison; and be required to pass a physical exam administered by the hiring agency.

This class requires that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services.

HOW TO APPLY: Qualified applicants must register with the State of Kansas by completing the personal information registration form to obtain their State of Kansas Applicant ID Number. This form may be completed online at <http://www.da.ks.gov/ps/aaa/recruitment/> Qualified applicants may apply by submitting ALL of the following items:

- 1) a letter of interest, which includes your State of Kansas ID Number;
- 2) a detailed resume, **including a valid email address**;
- 3) transcript material (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred);
- 4) KDWPT employment application located at [http://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info](http://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info;);
- 5) an authorization to release information form** located at <http://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info> and, ***Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife, Parks and Tourism employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.*
- 6) Kansas Tax Clearance Certificate

Kansas Tax Clearance Certificate: Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A **Tax Clearance** is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

Application materials should be sent to kdwprecruitment@ksoutdoors.com or may be sent to Human Resources Office, Kansas Department of Wildlife, Parks and Tourism, 512 SE 25th Avenue, Pratt KS 67124, phone number 620-672-5911. **Incomplete applications will not be considered. A complete application packet must be submitted. We no longer make copies of previous applications.** Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to participate in the testing process. Potential candidates will have to successfully perform a 1 mile run in 10 minutes or less. Once this is completed, the candidates will have to successfully pass four written tests covering wildlife identification of Kansas species, a general knowledge test relating to biological and outdoor knowledge, a general wildlife law enforcement knowledge test and the Kansas Safe Boater test.

For more information concerning the written tests, please visit:

<http://www.kdwpt.state.ks.us/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info>

Applicants who are successful in passing the tests will be informed and provided with further information regarding the remainder of the process.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm> Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Kansas Department of Administration, Division of Personnel Services, 900 SW Jackson, Room 252S, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – POSTMARK: April 25, 2014

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer. Women and minorities are encouraged to apply. Veterans' Preference Eligible.

Any questions regarding the Natural Resource Officer I hiring process should be directed to the KDWPT Human Resources Section at the Pratt Operations Office, phone number (620) 672-5911 or by email at kdwprecruitment@ksoutdoors.com.