

**COMMONWEALTH OF KENTUCKY
JOB SPECIFICATION**

JOB TITLE: CONSERVATION EDUCATOR I	
JOB CODE: 71830V111116 SYSTEM ID: 21000102	GROUP: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE
SELECTION METHOD: QUALIFYING REV.: NONE EXAM NO.: NONE NO. OF TEST QUESTION: NONE	SALARY (MIN-MID): \$2,427.44 - \$3,215.72 GRADE: 12 SPECIAL ENTRANCE RATE: NONE
EXTENDED INITIAL PROBATIONARY PERIOD: None	

CHARACTERISTICS OF THE JOB: CHARACTERISTICS OF A JOB ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs beginning level work in the presentation of conservation education programs or outdoor skills programs; learns to teach and conduct conservation education programs or outdoor skills programs including hunter education courses, boating education courses, aquatic education courses, archery or other shooting skills courses; represents KDFWR at community events; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree in a natural or physical science, education, recreation, or related field.

EXPERIENCE: None

SUBSTITUTION CLAUSE:

EDUCATION: None

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
Must be at least 21 years old, possess a valid Kentucky driver's license.

PRE-EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS JOB WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW BEFORE BEGINNING EMPLOYMENT IN THIS JOB CLASSIFICATION. IT IS THE SOLE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT OF THESE CREDENTIALS BEFORE THE EMPLOYEE BEGINS EMPLOYMENT IN THIS JOB CLASSIFICATION. COPIES OF THE CREDENTIALS OUTLINED BELOW MUST BE SUBMITTED TO THE PERSONNEL CABINET WITH APPOINTMENT PAPERWORK FOR REVIEW AND INCLUSION IN EMPLOYEE PERSONNEL FILE.

None

POST-EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS JOB WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYING AGENCY TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain a valid driver's license for the length of employment in this job. Must obtain either a hunting or fishing license issued by the Kentucky Department of Fish and Wildlife Resources, a Hunter Education Card, and a certification in first aid and CPR during the first six months of employment. Must maintain certification for length of employment in this job.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Learns procedures for arranging schedule of classes. Learns to present lessons on conservation of natural resources, conservation education programs, and outdoor and shooting skills. Provides instruction at conservation camps, or to the public, in outdoor and conservation related activities. Learns to recruit, train and supervise interim employees, volunteers, and camp counselors. Learns to prepare camp rosters and rosters of program students. May distribute and receive applications to attend conservation camp, collect and deposit money orders from campers. Research literature, pertinent to conservation programs, outdoor skills, and shooting skills, in preparing lessons. Learns how to prepare various reports and correspondence such as activity reports, budget reports, supply orders, and requests for information. Learns to operate, maintain, and inventory large amounts of assigned equipment including firearms. Learns and follows departmental rules, regulations, and policies.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS JOB WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is performed in an outdoor classroom setting and on outdoor firing ranges. Must be able to use firearms and archery equipment safely and proficiently, lift heavy objects, carry 25 pounds of equipment several hundred yards, and operate outdoors during inclement weather. May work in residential camp setting with 200 campers per week. Must be able to run, stoop, bend, push, pull, and lift heavy object or child from an unsafe place and traverse rugged terrain.

ADDITIONAL REQUIREMENTS:

"Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that

position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317."

JOB ESTABLISHED: 11/16/2011	LAST REVISION: 12/16/2012
THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.	