COMMONWEALTH OF KENTUCKY
JOB SPECIFICATION

JOB TITLE: CONSERVATION OFFICER I	
JOB CODE: 20020V000101 **SYSTEM ID:** 20000610	**GROUP:** 2000 - FISH AND WILDLIFE ENFORCEMENT
SELECTION METHOD: QUALIFYING **REV.:** 11-03 **EXAM NO.:** NONE **NO. OF TEST QUESTION:** NONE	**SALARY (MIN-MID):** $2,670.20 - $3,554.70 **GRADE:** 13 **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.

Under direct supervision, enforces state and federal wildlife and boating laws and regulations and other criminal laws of the Commonwealth; 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: An Associate degree or completion of 54 semester hours from a college or university.

EXPERIENCE: Must have one year of KDFWR law enforcement experience.

SUBSTITUTION CLAUSE:

EDUCATION: NONE

EXPERIENCE: Two years of experience in sworn law enforcement that includes making arrests for criminal activity and conducting criminal investigations OR two years of military service OR four years of experience working in wildlife resources, agriculture, natural resources or recreation will substitute for the required education on a year to year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
Must be twenty-one years of age and possess a valid driver's license.
Must be a certified peace officer pursuant to KRS 15 and 503 KAR 1:140.
http://www.lrc.state.ky.us/KRS/015-00/382.PDF

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.

Employees in this job title are subject to the provisions of KRS Chapter 15 and 503 KAR 1:140 relating to peace officer certification as administered by the Kentucky Law Enforcement Council. Employees must maintain a valid driver's license for the length of employment in this job title.

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.

Patrols fields, forests, streams, rivers and lakes interpreting and enforcing state and federal wildlife and boating laws and regulations administered by the agency and other criminal laws of the Commonwealth. Observes activities and conditions and acts to prevent violations. Issues citations to violators and makes arrests. Investigates accusations and/or complaints of illegal activity. Investigates known offenses, collects and preserves evidence. Assimilates, analyzes and records data which aid in identification, apprehension and prosecution of offenders and recovery of property. Prepares cases, presents evidence and serves as a witness in hearings and trials. Investigates and reconstructs boating accidents, conducts drowning investigations and performs rescue duties. Consults and gives advice to landowners on subjects such as wildlife depredation on crops and farm property, trespassing, hunting and fishing, and boating laws and regulations. Consults and advises citizens on all aspects of wildlife, hunting, fishing, boating, trapping and the conservation of land and water resources. Prepares materials and presents programs regarding hunting, fishing, boating and the agency's goals to youth and adult groups such as sports clubs, civic clubs and schools. Assists in other agency programs including fish and wildlife censuses, surveys and studies, investigation of wildlife damage complaints, habitat maintenance, public relations and informational activities. Monitors the licensing of various fish and wildlife-related activities such as pay lakes, pet permits, bait dealers, commercial guides and others. Prepares and maintains records and reports on a daily, weekly, and monthly basis. Operates various law enforcement equipment that includes: boats, motors, firearms, cameras, binoculars, two way radios and vehicles. Responsible for the basic maintenance and repair of such equipment.

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.

Majority of time is spent outside. Conditions are consistent with other law enforcement officers. Must have the ability to run, swim, bend, stoop, lift, push and pull heavy objects and individuals. Must be able to be trained in the use of weapons and defensive tactics and in the use of other law enforcement related equipment.

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:06/16/1982	**LAST REVISION:**09/16/2011
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.	