

DISTRICT FISHERIES BIOLOGIST – Position# K0239865

This unclassified, full time position is located in the Fisheries Division, Clinton State Park Office; and is directly supervised by John Reinke, Fisheries Regional Supervisor.

The position has district responsibilities for Douglas, Osage, and Shawnee Counties. Major public waters include Clinton and Melvern Reservoirs, Osage and Douglas state fishing lakes, twenty Community Fisheries Assistance Program (CFAP) impoundments with over 600 acres of water, three Corps' of Engineers park ponds and a 20 acre rearing pond. Work involves coordinating fisheries programs and projects, including trout and urban catfish stockings; conducting fish population surveys; supervision of seasonal employees; providing technical services to private landowners and local governing units; coordination and oversight of the cooperators in CFAP in assigned district; administering the Walk In Fishing Access (WIFA) program in assigned district; coordinating information/education efforts with constituents, other divisions and local media; conducting aquatic education programs for the Kansas public; preparing documents, submitting fisheries data, reports, and fisheries management plans implementation; assisting other divisions and various state and federal agencies with environmental issues; investigating fish kills; updating web based information; R3 coordination in the district; and special projects, as assigned.

BENEFITS: Beginning hourly salary, \$22.78; group health and life insurance; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: Bachelor's degree in fisheries science/management. Experience may be substituted for the required education as determined relevant by the agency. Candidates with one year or more of field experience and/or master's degree will be given preference. The successful candidate must pass a background check and possess a valid driver's license.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle of the page under the Sunflower. From there either **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application
- 5) an Authorization to Release Information form** (this can be found at the following website): <https://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 <https://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.

Incomplete applications will not be considered. A complete application packet must be submitted for each position. 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 interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

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 <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – November 30, 2020

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. Veteran's Preference Eligible.