

DISTRICT WILDLIFE BIOLOGIST – Position# K0234667

This unclassified, full time position in the Wildlife Division is located in Shawnee County and stationed at the Topeka Region 2 Office. Position is directly supervised by Brad Rueschhoff, Regional Wildlife Supervisor.

The incumbent has district wildlife responsibilities in Shawnee, Douglas, Osage, and Wabaunsee counties. The Topeka district spans both rural and urban counties of the State. The ability to interact daily with members of the public who have various understandings of wildlife and their habitats is of great importance. Responsibilities include promoting, planning, and implementing wildlife habitat management practices on private lands through the Department's Habitat First program, USDA Farm Bill programs, and various other partner initiatives designed to improve private land habitat; administering hunting access programs including Walk-In Hunting Area (WIHA) and Interactive Walk-In Hunting Area (IWIHA) within the district to include landowner contacts, property review, contracting, and signage.

This position is responsible for conducting multiple wildlife and user surveys; participating in various wildlife banding programs; assisting with statewide wildlife disease monitoring efforts; assisting other Divisions as needed with fish and wildlife management programs; coordinating with local, state, and federal agencies and constituency groups; responding to a wide range of wildlife damage complaints in urban and rural locations; coordinating and participating in public information and education efforts; conducting environmental assessments; serving on statewide committees as needed; and completing various administrative duties necessary to support the district wildlife management program.

BENEFITS: Beginning hourly wage, \$22.78/hour; 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 environmental, agricultural or natural sciences/resources. Experience in the fields listed above may be substituted for the required education as determined relevant by the agency. Candidates possessing a bachelor's degree in wildlife science/management are preferred. 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 – December 28, 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.