Job Class: Natural Resources Fisheries Census Clerk

Working Title: NR Fisheries Census Clerk

Job ID: 30036
Location: Minnesota Northwest Area
Full/Part Time: Full-Time
Regular/Temporary: Temporary
Who May Apply: Open to all qualified job seekers
Date Posted: 02/07/2019
Closing Date: 02/20/2019
Hiring Agency/Seniority Unit: Department of Natural Resources
Division/Unit: Fish and Wildlife
Work Shift/Work Hours: Rotating Shift
Days of Work: Varies
Travel Required: No
Salary Range: $15.75 - $20.62/hourly; $32,886 - $43,054/annually
Classified Status: Classified
Bargaining Unit/Union: 206 - Clerical/AFSCME
Work Area: Walker, Fergus Falls, Detroit Lakes
End Date: Fall 2019
FLSA Status: Nonexempt

Connect 700 Program Eligible: No

Job Summary

This posting will be used to fill up to 4 full-time positions and 1 part-time (50%) position. Position locations are as follows:

- 2 full-time positions and 1 part-time position in Walker
- 1 full-time position in Fergus Falls
- 1 full-time position in Detroit Lakes

These positions are anticipated to work May through October. The hours and days of work may vary and will include weekends and holidays.

Creel Clerks collect statistically reliable data to be used for the estimation of fishing pressure, catch, harvest, and angler demographics in order to assess fisheries management actions, and angler harvest.

Responsibilities may include:
• Perform fisheries census interviewing work by counting and interviewing anglers and other recreational users of surface waters at selected survey sites so that estimates of fishing pressure, catch rates, and species composition may be accurately calculated.
• Collect data on anglers’ fishing experience and catch based on census design; interview them with the aid of questionnaire forms; identify, weigh, and measure fish; collect scales, fin spines, or other fish parts; and collect and document weather and water temperatures.
• Conduct interviews and gather samples by using polite, friendly conversation and explaining the reason for the intrusion.
• Safely and independently operate equipment such as a full-sized pick-up trucks to transport boats on trailers, back trailers into the water at public accesses, and launch/drive boats.
• Count angling/boating activity through observation and the use of a mechanical counter. Answer or properly refer questions about fishing and DNR fisheries work in general by using basic DNR program and fishing knowledge.
• Enter data into a database in a timely manner.

**Minimum Qualifications:**

To ensure consideration, you must follow the instructions below:

• Please indicate the specific work location you are applying to during Step 3 (Preferences) - Question #10 when completing the application process. To indicate your preferred work location, click on the magnifying glass symbol then select the location you are applying to.

Ability to work in adverse weather and environmental conditions.

Ability to read, write, and speak English sufficient to request and accurately record information provided by anglers.

Knowledge of basic math to add, subtract, multiply and divide whole numbers.

Math skills sufficient to count and measure.

Ability to identify common fish species.

Understanding of basic fish anatomy.

Ability to independently follow a detailed schedule for collection of data.

Word processing and typing/keyboarding skills sufficient to accurately and efficiently enter data.

**Preferred Qualifications:**

Associate’s degree or higher in fisheries management, aquatic biology, or related field.

Ability to independently and safely operate pick-up trucks, back trailers, launch boats, and drive watercraft.

Basic knowledge of occupational hazards, safety requirements, and the types of personal protective equipment appropriate to carry out tasks.

Experience using Microsoft Office programs including Word, Excel, Outlook, and Access.

Experience identifying common fish species.

Knowledge of Minnesota Department of Natural Resources fisheries policies and angling regulations.

Ability to navigate using a lake map, GPS, and a compass.
Experience working as a Fisheries Census Clerk or equivalent.

**Physical Requirements**

Requires occasionally lifting articles of 50-pounds maximum and frequently lifting and/or carrying objects such as heavy tools and file boxes. This job may require walking or standing to a significant degree on rough or slippery terrain and will involve sitting much of the time with pushing and pulling of arm and/or leg controls.

**Additional Requirements**

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Department of the Natural Resources that all candidates submit to a background check prior to employment. All job offers are contingent upon passing the following components:

1. Criminal history check
2. Motor Vehicle Record
3. Employment Reference checks
4. SEMA4 Record check

**Why Work For Us**

The Department of Natural Resources is proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees. This means that our employees are supportive of a diverse workplace, are respectful to one another and to our customers. We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency’s mission.

**How to Apply**

Click “Apply” at the bottom of this page and submit an application/resume that clearly describes how you meet the minimum qualifications listed above. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers).

**Contact**

If you have questions about the Walker positions, contact Doug Schultz at [doug.w.schultz@state.mn.us](mailto:doug.w.schultz@state.mn.us) or 218.547.1683.

If you have questions about the Fergus Falls position, contact James Wolters at [james.wolters@state.mn.us](mailto:james.wolters@state.mn.us) or 218.739.7576 ext.223.

If you have questions about the Detroit Lakes position, contact Nathan Olson at [nathan.olson@state.mn.us](mailto:nathan.olson@state.mn.us) or 218.846.8292.

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The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

Minnesota Department of Natural Resources (DNR) encourages participation in all its programs, services and activities and does not discriminate against qualified applicants with disabilities. Anyone who believes they may need a reasonable accommodation in order to fully participate in the job application, interview or selection processes may contact any agency official with whom applicant
has contact in the processing of their employment application to request an accommodation. Applicants may also contact the DNR’s Affirmative Action office to request an accommodation by: E-mail: ADAdiversity.DNR@state.mn.us or by calling Sarah Spence-Koivisto at 651.259.5016; or using MN Relay 711.