ATTENTION ALASKA RESIDENTS!
**This individual position is EXEMPT from the hiring restriction. Qualified applicants are encouraged to apply.**

The Alaska Department of Fish and Game, Division of Wildlife Conservation, is recruiting for a Fish and Wildlife Technician III stationed in Fairbanks.

The position is currently advertised on Workplace Alaska (http://doa.alaska.gov/dop/workplace/) and closes on May 22.
If you have questions about this recruitment, please contact:

Laurie Boeck
(907) 459-7205
laurie.boeck@alaska.gov

This position will serve as a permanent seasonal, full-time technician with the Division of Wildlife Conservation in Fairbanks and will be responsible for working as part of a team in the Regional Wildlife Information Center in Fairbanks. The Information Center assists people from around the world, answering questions about hunting and trapping regulations, hunting opportunities, hunter education, wildlife biology, and wildlife viewing in the region and statewide. This position provides customer service to the public and assists with providing field and logistical support to research and management biologists throughout Interior and Northeast Alaska. This is currently an 11-month seasonal position. The selected applicant will be on seasonal leave without pay for one month each year. The position is overtime eligible, but actual overtime is limited.

The **key responsibilities of this position include, but are not limited to:**

- Providing customer service to diverse groups, including disseminating local and statewide hunting and trapping regulations;
- Selling licenses, waterfowl and conservation stamps, and big game tags;
- Issuing hunting permits and harvest tickets;
- Sealing of wildlife in accordance with regulations and collecting biological samples and data to support ongoing projects;
- Processing harvest reports and ensuring accuracy in data collection and data entry;
- Assisting with management and research field projects and surveys not limited to moose, caribou, sheep, bear, wolves, and bison;
- Taking reports of human-wildlife interactions;
- Enforcing fish and game statutes and regulations;
• Assisting with necropsies and sample collection and handling; and
• Other miscellaneous duties as assigned.

The ideal candidate will possess some or all of the following knowledge, skills, abilities, and experience (All of these traits must be documented in your cover letter and applicant profile. If you do not have experience with one or more of the traits listed below, simply say so):

• Experience working in a public information or customer service field;
• Possess strong oral communication skills and the ability to deal effectively with frustrated or confused individuals;
• Experience working as part of a team;
• Experience answering public inquiries on complex issues or regulations through oral and written communication (for example, explaining trapping and hunting regulations, describing processes for obtaining a hunting permit, provide directions to public access, etc.);
• Experience collecting data via ground and aerial surveys and preparing basic summaries of field data;
• Experience as a passenger in small (2-4 seat) single-engine or twin-engine fixed-wing aircraft or helicopters flying less than 1,000 feet above ground level, without being incapacitated by airsickness;
• Experience using computer software such as Microsoft Word, Excel, and Access to conduct routine biological data entry, basic analyses, and/or produce outputs;
• Experience safely handling live and dead wildlife for data and sample collection;
• Experience operating boats, snowmachines, ATVs, power tools; and
• Experience handling firearms and ammunition.

COVER LETTER

A cover letter is required for this position. The cover letter MUST highlight your knowledge, skills, abilities, and experience as they pertain to the key responsibilities and desired traits listed in the job description. Please attach the cover letter to your application before submitting it online or, if unable to attach to your application, fax it to the contact number provided in the job posting. Your cover letter will be used to help determine which applicants will advance to the interview phase of the recruitment and selection process.

Your cover letter will be used as a writing sample.