

CLASSIFICATION: SPECIAL DEPUTY FOREST RANGER

Class Code: 8376-14

Date Established: 09-04-14

Occupational Code: 3-1-7

Date of Last Revision:

Exempt Status: Non-Exempt

BASIC PURPOSE: To enforce the provisions of laws and rules for which the Division of Forests and Lands has enforcement authority, including the protection of persons and property on property owned, leased, or under the control of the New Hampshire Department of Resources and Economic Development.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Enforces all state statutes for which the Division has authority and the rules promulgated under the authority contained in same.
- Locates, investigates, and apprehends violators of laws and rules pertaining to forest protection and the protection of persons and property on Department-owned or controlled lands.
- Provides community policing on Department-owned lands for visitor and resource protection.
- Questions witnesses and procures evidence; prosecutes criminal cases in district court as necessary.
- Promotes proper stewardship of forests and department lands by providing information about the mission, goals, and objectives of the Department and its Divisions.
- Mediates conflicts between various forest users, recreational users, the public, and landowners.
- Acts as a back-up forest ranger during various law enforcement activities, enhancing officer safety particularly in remote areas or where assistance is otherwise unlikely to be readily available.
- Maintains and operates equipment such as a firearm, global positioning unit, camera, radio, and related equipment.
- Performs assigned administrative functions including but not limited to: preparing written reports and preparing necessary court paperwork for review by a supervisor.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical solutions.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid tests results and require a significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job assignments in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or its equivalent from a recognized college or university with major study in forestry, natural resources, environmental conservation, criminal justice or a related field.

Experience: Two years of experience in law enforcement, criminal justice, forestry, natural resources, or a related field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a valid New Hampshire driver's license. Must become certified in CPR and basic first aid within the first three (3) months of employment. Must be a certified police officer and meet all standards required by the New Hampshire Police Standards and Training Council prior to hire. (See attached.)

SPECIAL REQUIREMENTS: (See attached.)

RECOMMENDED WORK TRAITS: Working knowledge of forest protection laws as well as departmental rules and regulations for use and protection of department properties. Ability to evaluate a variety of evidence and information to assess responsibility with regard to violations. Ability to operate specialized law enforcement equipment, such as photographic equipment and ATV's. Ability to investigate and prosecute crimes. Ability to establish and maintain effective professional working relationships with and secure the cooperation of employees working in the department, municipal officials, police departments, timber industry, other Federal, State and County agencies and the public. Ability to write reports and official documents. Ability to speak before public groups. Ability to work alone in hazardous terrain and adverse weather conditions. Ability to make independent decisions. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SPECIAL REQUIREMENTS FOR SPECIAL DEPUTY FOREST RANGER

1. **Age:** Must be at least 21 years of age on the date indicated on the job announcement.
2. **Physical Fitness and Strength:** Applicants must be able to pass a specified strength and agility test designed to measure ability to perform physically demanding tasks encountered in job performance. Special Deputy Forest Rangers will be required to submit to and pass, at 3-year intervals, a medical examination and physical fitness test, as a condition of continued employment.
3. **General:** A medical examination shall be required after a conditional offer of employment has been made and prior to appointment. A thorough background investigation, reference check, criminal history check, and fingerprinting will also be required before appointment. Candidates who do not have a conviction-free record of serious offenses will be ineligible for appointment. A psychological examination may be required prior to appointment.
4. **Police Officer Certification:** Must possess current unencumbered Police Officer certification issued by the N.H. Police Standards and Training Council pursuant to RSA 188-F. Appointees are responsible for conforming and maintaining to the qualification standards for police officers set by the N.H. Police Standards and Training Council as outlined in their Administrative Rules. All qualification standards for this position must be maintained throughout the employee's employment.
5. **Special Deputy Forest Ranger Certification:** Candidates selected as Special Deputy Forest Rangers must be duly appointed by the Director of the Division of Forests and Lands pursuant to RSA 227-J:3.

NOTE: Additional information concerning the physical fitness and strength test, or police officer certification can be obtained from the Division of Forests and Lands, Department of Resources and Economic Development.