

CLASSIFICATION: DEPUTY CONSERVATION OFFICER

Class Code: 3100-13

Date Established: 12-31-98

Occupational Code: 3-3-2

Date of Last Revision: 07-18-14

BASIC PURPOSE: To participate in activities, including education programs, community policing, and other activities associated with fisheries, wildlife, habitat, and non-game issues and to perform field work in the development and maintenance of favorable wildlife conditions by participating in special law enforcement details pertaining to the enforcement of wildlife and OHRV laws.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Patrols a designated area to identify hunting and fishing code violations under the direction of a Conservation Officer.
- Studies and applies state laws concerning fishing and hunting regulations to investigate fish and game complaints and recommend courses(s) of action.
- Checks sports persons' equipment and licenses and arrests violators of fish and game laws.
- Questions witnesses and procures evidence; prosecutes criminal cases in district and municipal court as required.
- Speaks to groups, providing information about wildlife and ecology thus enhancing community policing efforts, attends hunter education, bow hunter education, trapper education, aquatic education, and off highway recreational vehicle courses, and outreach programs.
- Assists with search and rescue missions and secures disaster areas where drownings or other accidents have occurred.
- Maintains and can operate, fish and game equipment including firearms, boats, snow machines, traps and related items.
- Provides for a back-up officer during various law enforcement activities, enhancing officer safety particularly in remote areas or where assistance is otherwise unlikely to be readily available.
- Participates in the Department's stocking program for fish and wildlife.

DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

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 situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require immediate verification and correction in order to complete succeeding work operations.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job assignments in an extremely disagreeable or dangerous working environment with continuous exposure to an uncontrollable number of hazardous elements, including occupational accidents, injuries, or diseases which result in total disability or death.

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Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting, or climbing.

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 using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

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: Completion of high school, G.E.D. or its equivalent.

Experience: No experience required.

License/Certification: Upon appointment, candidates must obtain a New Hampshire driver's license in compliance with the state statutes governing driver's licenses and registrations.

SPECIAL REQUIREMENTS:

1. Pursuant to RSA 206:27-b, applicants must be at least twenty-one (21) years of age, a citizen of the United States, a resident of the State of New Hampshire and free from conviction of a felony in New Hampshire or any other state.
2. Applicants must have at least 20/20 corrected vision in each eye and normal color perception.
3. Applicants must possess normal hearing without the use of hearing aids.
4. For appointment consideration, the Deputy Conservation Officer selection process requires that candidates pass a written examination measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. Candidates must also pass a job-related physical aptitude and agility test designed to measure the ability to perform physically demanding tasks required on the job. This test will consist of the Cooper Institute for Aerobics Research Standards, including: (1) 1 ½ mile run; (2) Sit-ups; (3) Push-ups; and (4) Sit and reach flexibility.
5. Candidates receiving conditional offers of employment must pass a prescribed medical examination and, except for current, certified, full-time police officers in N.H., a polygraph test.
6. Candidates must be willing to accept employment anywhere in the state.
7. Candidates selected as Deputy Conservation Officers shall conform to the qualification standards for a part-time police officer set by the N.H. Police Standards and Training Council as outlined in their Administrative Rules.

RECOMMENDED WORK TRAITS: Knowledge of New Hampshire and Federal wildlife rules and laws. Knowledge of hunting, survival, tracking, trapping, fishing, and navigation techniques and equipment. Knowledge of wildlife characteristics and woodlore. Knowledge of the use and maintenance of recreational vehicles. Knowledge of hunting and service weapons. Knowledge of basic law enforcement principles and legal terminology. Skill in basic mathematics. Ability to orient a map and compass. Ability to swim and walk long distances over rough terrain. Ability to work independently. Ability to accept supervision and follow instructions. Ability to read and understand complex written materials. Ability to communicate effectively verbally and in writing. Ability to recognize unusual circumstances and be attentive to physical details. Ability to maintain proper physical condition. 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.