



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STAFF GAME WARDEN	40*	B	13.115

Under general direction Staff Game Wardens research, analyze, plan and develop legislative proposals, wildlife and boating law enforcement policies and regulations, training programs, grant proposals and budgets, and long and short-range goals and objectives for the Law Enforcement Division, in order to preserve and protect the State's wildlife and promote the safety of persons and property involved in the use of vessels on the waters of the State.

Develop, analyze and evaluate legislative proposals related to wildlife and boating laws; draft amendments, prepare impact statements and testify before legislative committees as requested; ensure that proposals are consistent with the department's mission and long-range goals; represent the department at public meetings and explain proposed legislation.

Develop statewide wildlife and boating safety regulations in accordance with other applicable federal and State laws and procedural requirements; direct the development of policies related to the use of deadly force, emergency pursuits, firearms training and other law enforcement issues in compliance with existing law and sound law enforcement practices.

Assess, develop and evaluate training programs in areas such as defensive tactics, firearms use, constitutional law, search and seizure, investigative procedures, use of specialized equipment, swift water rescue, first aid, sonar search and use of deadly force; research available training courses and literature and ensure that training meets established standards for law enforcement officers.

Develop, plan, organize, coordinate and evaluate statewide programs related to boating law enforcement, poaching, special licenses and permits and other areas; develop and modify policies and procedures; analyze financial and statistical program data to assess needs, identify trends, and evaluate program effectiveness; develop news releases and direct public relations efforts.

Participate in the development of program, annual and biennial budgets; assess and prioritize needs; analyze financial and statistical data; review and approve expenditures consistent with program goals; prepare recommendations and justifications for adjustments; research and develop alternate funding sources; solicit donations; prepare grant proposals and administer grants, ensuring compliance with grant provisions and reporting requirements.

Direct and participate in developing long and short-range division goals and objectives consistent with the agency mission; direct the development and implementation of annual work programs; coordinate efforts and activities with staff in other divisions.

Provide technical expertise and interpretations of wildlife and boating laws and regulations to department personnel, public boards, other agencies and the public; draft correspondence for public officials; direct and coordinate law enforcement related activities throughout the State; testify before the Wildlife Board of Commissioners and as an expert witness in court; participate in inter-agency meetings and maintain cooperative working relationships with Nevada law enforcement and resource agencies and those in other states and countries.

Train supervise and evaluate the performance of assigned personnel.

*** Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * Candidates must successfully pass a background investigation prior to being considered for appointment.

INFORMATIONAL NOTE:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology or closely related field and four years of professional experience in the enforcement of wildlife and boating safety laws and regulations; **OR** one year of experience as a Game Warden III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Detailed knowledge of: proper use and maintenance of firearms and other equipment utilized in law enforcement. **Working knowledge of:** criminal and civil due process, investigative procedures, and case law applicable to interstate wildlife investigations, license fraud, and boat theft and accidents; federal and State laws and regulations affecting the operation of boats, protection of wildlife, and protection of the environment; principles of wildlife management, ecology and resource protection. **General knowledge of:** common Nevada wildlife species; management principles sufficient to direct the development of policies, procedures, goals, objectives, and long and short-range plans; budget preparation and administration. **Ability to:** research, understand and interpret documents, laws, technical papers, manuals and scientific journals; compose business correspondence, technical reports, proposals, policies and procedures, manuals, news releases, and other materials; analyze financial and statistical data; communicate effectively both orally and in writing; make verbal presentations to organizations, legislative bodies and the public; interpret laws, regulations, policies and procedures; coordinate and direct statewide law enforcement and support activities; establish and maintain cooperative and effective working relationships with other law enforcement and resource agencies, prosecutors, the public and others; direct and coordinate search, rescue and recovery operations; supervise staff involved in special investigations and operations; develop and coordinate program activities and utilize personnel, equipment and financial resources effectively.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: applicable Nevada Revised Statutes, Nevada Administrative Codes, Board of Wildlife Commissioners policies and procedures, department policies and procedures, and federal regulations related to wildlife and boating law enforcement; department mission, goals and objectives; principles of law enforcement training. **Working knowledge of:** Nevada State budgeting and purchasing policies and procedures; division financial and statistical record-keeping methods; operation of microcomputers and word processing, spreadsheet and database preparation and administration; State legislative processes; public speaking and public relations techniques. **Ability to:** interpret proposed and existing laws and regulations; direct and coordinate fund raising efforts; recruit and motivate volunteers; plan, prepare and host State and national meetings, conferences and training.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

13.115

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