

<b>Position Code</b>	
1.	CNVOFREA01R

**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2.Employee's Name (Last, First, M.I.)</b>	<b>8.Department/Agency</b>
VACANT	Natural Resources
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b>
	Resources
<b>4.Civil Service Position Code Description</b>	<b>10.Division</b>
Conservation Officer Recruit	Law Enforcement
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
Recruit	Employment/Training/Legal/Policy
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
CO Law Supervisor-1, Sgt.	
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
Jason Wicklund, CO Law Supervisor-3, Lt.	525 West Allegan, Lansing, MI / 48933 / Varied Hours

**14. General Summary of Function/Purpose of Position**

This is the recruit level officer learning and developing the knowledge and abilities required to function as a conservation officer. Responsibilities include learning how to enforce the laws, rules and orders relating to natural resources, environmental protection and general criminal law. Learn to check licenses, permits and species of fish and wildlife. Learn how to investigate complaints. Learn how to issue citations and make arrests for natural resource and criminal violations. Learn the correct procedure when contacting prosecutors and judges, serving warrants, and appearing and testifying in court. Learn how to complete and submit reports, maintain records and files, and respond to public inquiries. Learn how to operate snowmobiles, boats, ORV's, and patrol vehicles, while maintaining them in good working condition. Learn to attend meetings, and take part in departmental programs. Learn to ensure the availability of and how to teach all recreation safety classes. Learn when to provide assistance to other law enforcement agencies. Learn to enforce statutes and regulations that relate directly to public safety.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.  
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time**   80  

Learn all current laws, rules, policies and orders, and how to enforce same when dealing with resource management, environmental protection, and general criminal law issues.

**Individual tasks related to the duty.**

- Learning how to do all of the following tasks: enforce laws, rules and orders pertaining to natural resources, recreational safety and environmental protection.
- Enforce general criminal laws of the state, provide security at department functions.
- Respond to citizen complaints and assist other law enforcement agencies.
- Investigate complaints and violations.
- Gather data to assist in hearings and/or prosecutions.
- Issue summons, write reports and case histories in criminal cases, take statements, complete affidavits, and seek search warrants and proceedings for the condemnation and confiscation of illegally used property.
- Perform charter boat inspections. Maintain files.
- Testify in court and complete reports relating to same.
- Duties are performed during day and/or night hours as conditions and circumstances warrant and as directed by supervisor.
- Collect and evaluate information for all special use permits and permits related to fisheries and wildlife.
- Investigate license agent applications. Maintain records and files.
- Investigate and make recommendations for issuance of special use permits for snowmobile, marine and ORV events.

Duty 2

**General Summary of Duty 2**

**% of Time** 10

Participate in and learn how to conduct training and meetings

**Individual tasks related to the duty.**

Meet all training standards set by the department for new employees.

Maintain the physical fitness standards set by the division annually.

Complete specialized training to maintain personal skills in the use of firearms, survival tactics, first aid, CPR, defensive driving, and other department sponsored training.

Learn how to teach hunter education, boating, snowmobile and ORV safety.

Duty 3

**General Summary of Duty 3**

**% of Time** 5

Maintain a professional public image while representing the department at public functions.

**Individual tasks related to the duty.**

Learn when and how to provide public service as a representative of the department.

Respond to the news media and information requests in a prompt and efficient manner.

Attend meetings and participate in programs and inform civic and community organizations of department and division programs and goals.

Duty 4

**General Summary of Duty 4**                      % of Time     5

Learn how to and properly maintain all department issued equipment.

**Individual tasks related to the duty.**

Maintain state owned vehicles and equipment in good working order.

Maintain equipment logs and inventory records.

Properly care for and maintain uniform complement.

Duty 5

**General Summary of Duty 5**                      % of Time         

**Individual tasks related to the duty.**

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**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Once the training period is completed all arrest situations require a high degree of judgment and independent decision making when clear guidelines and instructions are not available.

**17. Describe the types of decisions that require the supervisor's review.**

Clarification of enforcement policy, interpretation of rules, orders and laws. Enforcement priorities.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

The position requires strenuous physical activity such as running, jumping, swimming, standing, sitting, and walking, and performance of the essential job functions. The position requires ability to make quick decisions under exigent circumstances. Recruit 10 officers are subject to the same hazards, working conditions and physical effort as the field officers. Recruit 10 officers are required to wear a uniform, carry issued firearms and receive certification training with firearms. Recruit 10's are trained to become proficient in survival tactics (ST) and firearms and pass annual exams in ST, first aid, CPR, firearms. This position requires operation and maintenance of specialized equipment and patrol vehicles.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?**

NA

**23. What are the essential functions of this position?**

Learn the statutes, rules and orders relating to the use of the state's natural resources. Learn how to provide information to the public and assist other agencies and divisions, as circumstances dictate. Learn thorough knowledge of court procedures, enforcement techniques, legal issues and technical factors involved in resources protection. Perform the essential job functions as well as Item 15.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

NA

**25. What is the function of the work area and how does this position fit into that function?**

Enforce laws, rules and orders relating to natural resources, recreation, safety and the environment. Requires knowledge and expertise in investigation, apprehension and prosecution of those in conflict with such law, rule or order. Provide information and service to the public at large, representing the department. Care for and maintain state equipment. Provide recreational safety training.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

Possession of a high school diploma or a GED Certificate.

**EXPERIENCE:**

This position requires successful completion of a MCOLES basic law enforcement training academy.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of organizational and division goals, laws, rules, orders, policies and procedures. Recruit 10 must be able to identify work priorities and initiate and direct enforcement efforts in conjunction with immediate supervisor. Recruit 10 must display initiative, integrity, and desire to provide public services.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must submit to a thorough background investigation designed to measure the applicant's suitability for law enforcement work.
- Must not have any physical limitations which would impair efficient performance as a Conservation Officer.
- Must be a United States citizen and become a resident of the State of Michigan by completion of the probationary training program.
- Must be at least 21 years of age.
- Must have a clean criminal record absent of any felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.
- Must possess a valid Michigan driver's license, and have a satisfactory driving record.
- This position is included in the drug testing pool.

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.***

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**