

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Resource Management
4. Civil Service Position Code Description FISHERIES ASSISTANT-E	10. Division Fisheries
5. Working Title (What the agency calls the position) Creel Census Clerk	11. Section FIELD OPERATIONS
6. Name and Position Code Description of Direct Supervisor Sapp, Shawn; NATURAL RESOURCES TECH SPV-1	12. Unit Lake Superior Management Unit
7. Name and Position Code Description of Second Level Supervisor Kovacs, Cory; NATURAL RESOURCE MANAGER-3	13. Work Location (City and Address)/Hours of Work Marquette DNR Service Center 1990 US-41 Marquette, MI 49855 Five 8-hr days per week/Various shifts/All Weekends Approximately April 26, 2026-September 30, 2026
14. General Summary of Function/Purpose of Position This position works various schedules including morning, nights, holidays and weekends. Conduct interviews of anglers fishing in Lake Independence from boats, at access sites, boat launching ramps, and along the shorelines. Conduct counts of anglers engaged in various modes of fishing according to random sampling work schedules. Counts will be made using an outboard motorboat on the lake. Identify anglers' catch as to species of fish and collect such pertinent biological information from fish that may be required from time to time, such as lengths, weights, fin clip, sex, state of maturity, and aging structures. The objectives of these duties are to enable the Fisheries Division to estimate sport fishing catch and effort.	

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: **Percentage: 65**

Interview anglers at various sites within a sample area which is predetermined by a work schedule.

Individual tasks related to the duty:

- Question anglers as to how long they fished, how they fished, what they fished for, and what they caught.
- Make a positive identification of the angler party's catch.
- Determine certain demographic information about angler parties.
- Record this data neatly and accurately on an angler party interview form and enter into smartphone app.
- Report fishing activity on a weekly basis for Statewide Fishing Report.

Duty 2

General Summary: **Percentage: 20**

Using a boat on the water in varying weather conditions to make counts of anglers within a sample area, making sure the count times listed in the work schedule are adhered to and entered into a smartphone app.

Individual tasks related to the duty:

- Use of equipment such as a boat and smart phone
- Record data on a paper and smart phone application
- Work within the count times listed in the work schedule
- Count anglers in sample areas

Duty 3

General Summary: **Percentage: 5**

Collect biological data such as lengths, weights, sex, fin clips, and maturity of fish from the sport catch according to instructions contained within the work schedule. Enter data into smartphone app.

Individual tasks related to the duty:

- Use of equipment such as measuring boards, weighing scales, fish identification manuals.
- Record data on scale envelopes neatly and accurately.
- Collect appropriate aging structures.
- Responsible for maintenance of equipment and assigned state-owned vehicle.

Duty 4

General Summary: **Percentage: 10**

Listen and converse with the public in a courteous and helpful manner. Other duties as assigned.

Individual tasks related to the duty:

- Help or direct questions posed by the public to the appropriate MDNR Division.
- Scale pressing and data entry.
- Assist with equipment maintenance.
- Submit weekly fishing reports
- Write a year-end-summary

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

Deciding which access site, pier, or boat launch, within a predetermined sample area, to conduct angler interviews.

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

Deciding whether work schedule beginning and ending times or work area should be adjusted in relation to angler activity. Any and all schedule changes.

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

Work schedules include working weekends and working outdoors in all types of weather conditions throughout the year. Ability to always meet and greet the public in a courteous manner. Ability to maneuver a boat and trailer to the site as well as a motor and boat on water.

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.

Additional Subordinates

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

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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?

Yes

23. What are the essential functions of this position?

Conduct interviews of anglers fishing in Michigan at access sites, boat launching ramps, fishing piers and along the shoreline of Lake Independence.

Conduct counts of anglers at predetermined locations and times.

Ability to correctly identify various fish species.

Collect and record data accurately.

Ability to complete duties with limited supervision.

Ability to operate a boat and outboard on the lake safely.

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

New position.

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

Fisheries Management Units are responsible for implementing fisheries management on inland and Great Lakes waters for the good of the citizens of Michigan and protecting and enhancing existing fish stocks in inland and Great Lakes waters. Fisheries Research Stations are responsible for instituting and conducting fisheries research on Michigan's inland and Great Lakes waters to assist the Fisheries Management Units management plans and goals and to provide information to the Units regarding the health and abundance of fish stocks.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Fisheries Assistant 6

No specific type or amount is required.

Fisheries Assistant E7

One year of experience equivalent to a Fisheries Assistant 6.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledgeable in the identification of fish which inhabit the Great Lakes. Good communication skills with anglers and the public. Basic computer skills, including computer data entry.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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.

Shawn Sapp 2/10/26

Supervisor Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

N/A

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

Appointing Authority Date

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 Date