

**From:** Howell, Jessica M. <[jmhowell@nd.gov](mailto:jmhowell@nd.gov)>  
**Sent:** Tuesday, September 3, 2019 2:10 PM  
**Subject:** FW: Job Announcement - Biologist I - Aquatic Nuisance Species

Will you please forward the below announcement to your respective AIS lists and any interested parties? North Dakota Game and Fish is hiring a full-time ANS Biologist stationed in Jamestown, ND under my supervision. The announcement closes September 29th. Link: <https://gf.nd.gov/node/3307>.

Thank you!

Jessica Howell  
ANS Coordinator  
North Dakota Game and Fish  
(701) 368-8368

----- Forwarded message -----

## **VACANCY ANNOUNCEMENT**

### **Biologist I - Aquatic Nuisance Species**

#### **North Dakota Game and Fish Department**

**Location:** Jamestown, ND

**Salary Range:** \$3,976-\$5,302 hiring range; \$3,976-\$6,627 full range

**Closing Date:** September 29, 2019

#### **Minimum Qualifications:**

Requires a minimum of a Bachelor of Science degree in fish and wildlife management, biology/zoology, or closely related natural resource science degree and two years of professional work experience with a wildlife or natural resource management agency. A

Master's degree in fisheries management, aquatic ecology, or closely related field can be substituted for the two years of work experience.

The position requires a working knowledge of aquatic ecosystem principles and aquatic field sampling methods. The individual must possess well-developed communication skills, both oral and written, and must have the ability to work with governmental entities, fish and wildlife groups, and the general public. Must be able to work extended hours and be willing to travel. Must be able to lift at least 50 lbs. Must be able to work both independently and as a team, oftentimes in inclement weather, including extremely cold water and occasional night work. Must be comfortable using various computer applications to carry out data analysis and other work duties, including but not limited to Microsoft Office products (Outlook, Word, Excel, and Access) Must have a valid North Dakota Driver's License or the ability to obtain one.

Requires satisfactory completion of a criminal background check.

### **Preferred Qualifications:**

Preference will be given for:

- Experience working on aquatic nuisance species issues.
- Applicants with public outreach experience.
- A working knowledge of statistics, and the ability to apply basic statistical principles to biological data.
- Shop and equipment maintenance skills.
- Operating and maintaining boats.
- Ability to swim.
- Current participation in fishing.

### **Application Procedures:**

1. Applicants must complete the online application. Applicants will be scored by their responses to the questionnaire questions – please do not say “See Resume” to any questions.

2. Applicants must also upload a Cover Letter describing how the applicant's ability and experience relates to the Summary of Work.
3. Applicants must upload current Resume that includes information to demonstrate how you meet the minimum qualifications as posted.
4. Applicants must attach a document listing at least 3 professional references.

Applicants should save their applications frequently to avoid any loss of information. The online application system will time you out after 40 minutes and you will lose any information that is not saved.

Applicants must submit all documents above. It is very important to be thorough and detailed on all your application materials. If the Department's human resource officer cannot determine that you meet the minimum qualifications or verify your answers to the questionnaire questions you will not be given credit.

Current State employees with access to PeopleSoft can access the job posting through the [PeopleSoft Portal](#).

External applicants can access the job posting by going to the [ND State Jobs Openings](#).

Applications must be completed by 11:59pm on the posted closing date.

For information about the position or for persons needing accommodation or assistance in the application or interview process, contact Kim Kary, Chief of Administrative Services at 701-328-6605.

For troubles or questions about applying on the online system, contact Melissa Long at 701-328-3618.

### **Summary of Work:**

The individual will be located in our Jamestown district office and be responsible for assisting with implementation of the North Dakota Aquatic Nuisance Species Program. Duties include:

Assist the Aquatic Nuisance Species Coordinator as needed with project development, sampling plans, preparation of reports, development of educational materials, and data entry. Assist with purchasing and maintaining necessary field equipment. Conduct biological sampling in accordance with developed plans, including the collection of vegetation, fish, mollusks, and water samples. Analyze samples in a field or lab setting. Interpret and synthesize biological data, then identify management recommendations.

Supervise seasonal employees. Present information at professional and public meetings. Other duties as assigned.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

### **Equal Opportunity Employer**

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act

[Melissa Long](#)

*Accountant*

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