SEE ATTACHED SHEET(S) FOR REQUIRED SUPPLEMENTAL QUESTIONS

If you are completing a paper application, please be sure to include a copy of your responses to the supplemental questions with your completed application.

For questions or more information about employment opportunities for St. Louis County please contact us at:

HUMAN RESOURCES DEPARTMENT
100 N 5TH AVE WEST
ROOM 1
DULUTH MN 55802
218-726-2422 (PHONE)
218-725-5054 (FAX)

An Equal Opportunity and Veteran Friendly Employer

www.stlouiscardcountymn.gov/jobs

Position Code: 19-130/784
$19.38 - $22.18 Hourly
Permanent, Full-Time
Duluth, MN
Land & Minerals

Open: 10/09/2019
Closing date: 10/23/2019

SUPPLEMENTAL QUESTIONNAIRE REQUIRED WITH PAPER APPLICATION
Paper applications must be received in the Human Resources office by 4:30 pm on the closing date. Online applications must be received by 11:59 pm on the closing date.
KIND OF WORK:
The salary range reflected above is the normal hiring range for 2019. The full salary range, including longevity pay, is $19.38 - $26.46 per hour.

Routine, entry level technical work involving field applications of basic forest management techniques and practices in support of the County's land and forest management program.

Please Note: There current vacancy is located in Pike Lake.

DISTINGUISHING FEATURES OF WORK:
An employee in this classification is responsible for assisting in the more routine phases of County land and resource management activities as assigned according to governing laws and regulations. At this entry level class, employees perform routine and progressively more responsible tasks following established procedures and guidelines, and operations or assignments of a complex nature are referred to higher level technicians for assistance. Duties include assisting in gathering, preparing and reporting resource data from the field; conducting routine tasks concerned with timber sales and land use programs; and assisting in the surveying, measuring, recording and assessment of various resources and specific land management projects. The work is performed under the direct supervision of a section supervisor, staff supervisor, or Land Manager.

WORK ENVIRONMENT:
These work environment factors are general in nature and may vary depending on the specific position being filled. CONSTANT: Level lift up to 25 pounds; elevated lift up to 15 pounds; carry (wear field vest with supplies) 30 pounds; grip strength up to 25 pounds; balance; grasp/handle; reach above shoulder; stand; walk; hearing and vision. FREQUENT: Low lift up to 30 pounds; sit; works alone; works with others; customer/public contact; inside; outside; drive; exposure to weather; slippery surfaces. OCCASIONAL: Low lift up to 50 pounds; very low lift up to 140 pounds; push/pull up to 50 pounds; pull force (peak force) up to 150 pounds; climb stairs; crouch/squat; kneel; rotate trunk; stoop/bend; extended day; unprotected heights; chemicals; moving objects; traffic. RARE: Crawl.

SELECTED PROCESS:
MINIMUM QUALIFICATIONS (Pass/Fail):
- Graduation from a college or university with a Bachelor's degree accredited by the Society of American Foresters (SAF) under the Forestry program standard; OR graduation from a technical college with an Associate's degree accredited by the SAF under the Forest Technology program standard.
- Possession of a valid driver's license.

NOTE: After completion of two years in this classification, an employee, with the recommendation of the Department Head and upon a satisfactory service rating, may be promoted to the Forestry Technician 1 classification.

EXPERIENCE & TRAINING (100% of the scoring process):
Points will be awarded for job-related experience and education exceeding the minimum qualifications. Only experience occurring during the ten most recent years will be used in determining this rating. Experience beyond ten years may be included on the application for purposes of meeting minimum qualifications or informing the hiring authority of your complete employment history.

TENTATIVE RECRUITMENT & SCREENING PROCESS SCHEDULE:
- October 10, 2019 - Applicant screening to begin.
- Week of October 28th - Experience & Training rating to be scored
- Week of December 2, 2019 - Interviews to be conducted

ESSENTIAL FUNCTIONS:
The essential functions for this position are listed under the "ILLUSTRATIVE EXAMPLES OF WORK" on the specification, available in the Human Resources Department or online at www.stlouiscounty.gov/jobdescriptions.

VETERANS PREFERENCE:
If you are eligible to apply for Veterans Preference, please attach to your application a copy of document(s) listed for the option that applies to you:
- Veteran: DD214 noting character of service.
- Disabled Veteran: DD214 & compensable disability award letter issued within the last 6 months.
- Spouse of Disabled Veteran: DD214 & compensable disability award letter issued within the last 6 months & marriage certificate. (Eligible only if Veteran is unable to qualify because of the disability.)
- Spouse of Deceased Veteran: DD214, Marriage Certificate and Death Certificate. Please refer to Minnesota Statute 197.455 for additional requirements. Click Here.

PHYSICAL-MEDICAL STANDARDS:
Qualified applicants must be able to perform the essential functions of the position with or without reasonable accommodation. Applicants selected must meet the physical requirements for the position.

DRUG TESTING:
Applicants selected for appointment must take and pass a drug test.

BACKGROUND CHECK:
Applicants selected for appointment to a position with St. Louis County are subject to a background investigation.

EMPLOYMENT ELIGIBILITY VERIFICATION:
All new employees must submit documentation verifying identity and employment eligibility within three days of their first day of employment.

PROBATIONARY PERIOD:
Appointees to the position must successfully complete a twelve month probationary period prior to being certified for permanent employment.

NON-DISCRIMINATION:
St. Louis County is an equal opportunity and veteran-friendly employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.
If you are completing a paper application, be sure to include a copy of your responses to the supplemental questions with your application. Be complete. Experience and training ratings are determined by the information you provide in your answers to the supplemental questions below. Use additional sheets if necessary. Please type or print clearly.

*1. Please type or clearly print your name.

*2. The information you provide related to your education, training, and experience is subject to verification.

   I understand that giving false information, failing to accurately represent myself, or not providing required documentation as listed on the job announcement will result in disqualification.

   Yes  
   No

*3. Do you have a valid driver's license?

   Yes  
   No

*4. Which describes your level of education?

   Bachelor's degree accredited by the Society of American Foresters (SAF) under the Forestry program standard  
   Associate's degree accredited by the SAF under the Forest Technology program standard  
   No degree

*5. I certify that my responses to the questions above are true and accurate to the best of my knowledge.

   Yes  
   No

* Required Question