



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CONSERVATION OFFICER SERGEANT

Job Number: 20000612

Job Code: 20040V161016

Job Group: 2000 - FISH AND WILDLIFE ENFORCEMENT

Job Established: 06/16/1982

Job Revised: 10/16/2016

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| Grade: 15 | Salary (MIN - MID): | Special Entrance Rate: |
| | \$19,882-\$26,339 - Hourly | NONE |
| | \$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary | NONE |
| | \$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary | NONE |

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction, supervises subordinate officers and participates in the enforcement of state and federal wildlife and boating laws and regulations and other criminal laws of the Commonwealth OR has responsibility over a specialized training, equipment distribution or special operations program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

An Associate degree or completion of 54 semester hours from a college or university.

EXPERIENCE:

Must have five years of KDFWR law enforcement experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Two years of experience in sworn law enforcement that includes making arrests for criminal activity and conducting criminal investigations OR two years of military service OR four years of experience working in wildlife resources, agriculture, natural resources or recreation will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be twenty-one years of age. Must possess a valid driver's license prior to appointment in this classification. Must be a certified peace officer pursuant to KRS 15 and 503 KAR 1:140. <http://www.lrc.state.ky.us/KRS/015-00/382.PDF> Employees in this job title are subject to the provisions of KRS Chapter 15 and 503 KAR 1:140 relating to peace officer certification as administered

by the Kentucky Law Enforcement Council. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises Conservation Officers in the enforcement of state and federal wildlife and boating laws and regulations administered by the agency and other criminal laws of the Commonwealth. Has responsibility for carrying out special operations including special investigations in the enforcement of boating and fish and wildlife laws and regulations. Is responsible for conducting training of law enforcement officers that includes planning and arranging specialized training. Procures, maintains, and distributes materials and equipment utilized by law enforcement officers. Serves as lead investigator on enforcement activities. Patrols fields, forests, streams, rivers and lakes interpreting and enforcing state and federal wildlife and boating laws and regulations. Observes activities and conditions and acts to prevent violations. Issues citations to violators and makes arrests. Investigates accusations and/or complaints of illegal activity. Investigates known offenses, collects and preserves evidence. Assimilates, analyzes and records data which aid in the identification, apprehension and prosecution of offenders and recovery of property. Prepares cases, presents evidence and serves as a witness in hearings and trials. Investigates and reconstructs boating accidents, conducts drowning investigations and performs rescue duties. Consults and advises landowners on subjects such as wildlife depredation on crops and farm property, trespassing, hunting, fishing and boating laws and regulations. Consults and advises citizens on all aspects of wildlife, hunting, fishing, boating and trapping and the conservation of land and water resources. Prepares materials and presents programs regarding hunting, fishing, boating and the agency's goals to youth and adult groups (such as sportsmen clubs, civic club and schools). Assists in other agency programs including fish and wildlife census, surveys and studies, investigation of wildlife damage complaints, habitat maintenance, public relations and informational activities. Monitors the licensing of various fish and wildlife related activities such as pay lakes, pet permits, bait dealers, commercial guides and others. Prepares and maintains records and reports on a daily, weekly, and monthly basis. Operates various types of law enforcement equipment including boats, motors, firearms, cameras, binoculars, two way radios, and vehicles. Responsible for the basic maintenance and repair of such equipment.

UNIQUE PHYSICAL REQUIREMENTS:

Must have the ability to run, swim, bend, stoop, lift, push and pull heavy objects and individuals. Must be able to be trained in the use of weapons and defensive tactics and in the use of other law enforcement related equipment.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Conditions are consistent with other law enforcement officers. Incumbents working in this job title spend the majority of time working outdoors in all types of weather conditions.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.