

Pennsylvania Fish and Boat Commission
Division of Environmental Services, Natural Diversity Section
VACANCY ANNOUNCEMENT

WILDLIFE AND FISHERIES BIOLOGIST AIDE

Announcing a temporary biological aide position in the field of nongame and endangered species at the Pennsylvania Fish and Boat Commission office in Pleasant Gap.

STATUS: Temporary, non-Civil Service
WORK WEEK: M-F 8AM-4PM (subject-to-change to accommodate necessary tasks)
TERM: approx. 8.5 months (March-Nov) in 2018
START DATE: as soon as possible, preferably March 2018
END DATE: November 2018, with potential of re-hire in Spring 2019, subsequent years
COMPENSATION: Approximately \$13.23 per hour (No Benefits)

Duties:

Assists Section Chief with day-to-day operations of the Natural Diversity Section of the Division of Environmental Services. This is the Nongame & Endangered Species Program of the PA Fish & Boat Commission. May include some or all of the following:

- processing Venomous Snake Permit and Commercial Snapping Turtle Permit reports
- assisting with processing of Special (nongame) Permits, applications and reports
- assisting with rare species environmental reviews of development projects
- answering inquiries regarding reptiles, amphibians or other nongame species
- organizing incoming permit and project review requests
- assisting biologists in field surveys for nongame, rare, threatened, and endangered species
- managing computer databases for the above-mentioned projects and others
- cleaning, organizing, and preparing field equipment and vehicles
- cleaning, feeding, maintaining collection of herpetofauna used for educational programs
- assisting with preparation of and conducting nongame educational/interpretive programs.
- miscellaneous clerical tasks including data entry and filing

Qualifications, Skills, and Abilities Required:

Educational background in the biological sciences, with at least basic knowledge of reptile, amphibian, and fish ecology (B.S. in Biological or Wildlife Sciences preferred). Preferred familiarity with reptiles, amphibians, fish, and mussels of native Pennsylvania species. Skills in Microsoft Office applications, especially MS Word, Access and Excel. Organizational skills and ability to manage a diverse workload. Ability to communicate well verbally and in writing. Willingness and ability to work at a computer and in an office environment for several continuous hours. Ability to work under potentially adverse conditions in the field, such as inclement weather, steep and/or rocky terrain, rivers, streams or wetlands, biting insects, and venomous snakes. Must possess valid Pennsylvania state drivers license.

To apply:

Send a current resume and cover letter, including at least 2 references, to:

Chris Urban, Chief
Natural Diversity Section
Pennsylvania Fish and Boat Commission
Centre Region Office
595 East Rolling Ridge Drive
Bellefonte, PA 16823
Or email : curban@pa.gov

For more information, call or email Chris Urban at 814-359-5113 or curban@pa.gov