

STATE OF WYOMING  
invites applications for the position of:



**FWGW10-2022-01439-Access  
Coordinator (Senior Game Warden)-  
Statewide**

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**SALARY:** \$5,161.87 - \$6,451.47 Monthly  
**LOCATION:** Statewide  
**OPENING DATE:** 08/17/22  
**CLOSING DATE:** 09/30/22 11:59 PM

**DESCRIPTION AND FUNCTIONS:**



**GENERAL DESCRIPTION:**

The Wyoming Game and Fish Department is seeking an Access Coordinator/Senior Game Warden based out of Cody, Wyoming. Within a geographically assigned area and with minimal direct supervision, the Access Coordinator is responsible for meeting Wyoming Game and Fish Department (Department) objectives by administering the Wildlife Division's Access Yes Program to secure, maintain and enhance public access to private lands to provide opportunities for hunting and angling. This position represents the agency daily by engaging stakeholders (private landowners, other government agencies, and non-government agencies) to enhance hunting and fishing access on private and public lands and conduct law enforcement and wildlife management duties in conjunction with other department personnel on enrolled properties.

This position interacts with a wide array of publics in varied settings and on numerous topics associated with serving people and conserving wildlife by conducting the following: working with private landowners to enroll their lands into the Access Yes Program; contract development with enrolled private landowners, and program donors; use of GIS and GPS to develop maps and online content of enrolled properties, conduct law enforcement duties on enrolled properties, and assist with wildlife and habitat management in the region.

**Human Resource Contact:** Laura Curtis 307-777-4507 [laura.curtis1@wyo.gov](mailto:laura.curtis1@wyo.gov)

**ESSENTIAL FUNCTIONS:** The listed functions are illustrative only and are not intended to describe every function which may be performed at the job level.

- Coordinate with the Fish, Services, Fiscal, and Wildlife Divisions as needed to maintain and enhance hunting and fishing access on Walk-In and Hunter Management Areas.
- Coordinate with Department personnel, other government agencies, private landowners, and non-government organizations to meet program objectives.
- Interprets legal land descriptions, reads maps delineating land ownership, uses GIS and GPS, and is familiar with common real estate transactions.

- Develops, administers, and monitors contracts with individuals, agencies, or NGOs as it pertains to hunting and fishing access.
- Responsible for formulation and production of program publications and electronic (i.e., website) information at the regional and statewide level pertaining to the Access Yes Program. Contributes information and education efforts to promote the Access Yes Program, including fundraising, securing grants, and coordinating donor recognition.
- Work independently or with other game wardens to enforce/check compliance with hunting, fishing, trapping, and watercraft statutes and Wyoming Game and Fish Commission (Commission) regulations, with emphasis on Access Yes properties, as well as specific state land statutes and regulations and littering.
- Write law enforcement reports, attend court, work with other law enforcement agencies, conduct investigations, and collect intelligence; conduct watercraft safety equipment inspections as well as HIN, VIN, and AIS inspections.
- Develops and maintains effective working relationships by communicating and coordinating with Department employees; makes regular public contacts with landowners, sportspeople, watercraft recreationists, public-at-large, conservation groups, government agencies, and non-government organizations.
- Provide information, education, and presentations on numerous wildlife topics, including hunter safety, watercraft safety, AIS, CWD, and varied other wildlife, conservation, and access-related topics.
- Collaborates and communicates with Department wildlife biologists to facilitate decisions related to the management of Wyoming's wildlife resources.
- Manages wildlife populations toward Commission-approved objectives; assists with trapping/collecting/sampling wildlife for research projects and disease surveillance.
- Respond to and appropriately address injured and nuisance wildlife reports, which may require euthanasia; use chemical and mechanical immobilization equipment and techniques when necessary and appropriate.
- Provides ATV/UTV use/safety training and certification to Department employees.
- Documents and reports daily activities prepare and administer the regional access coordinator budget in order to ensure expenditures are within allocated amounts and in accordance with fiscal procedures.

## **QUALIFICATIONS:**

### **PREFERENCES/\*\*AGENCY REQUIREMENTS:**

\*\*Agency requires that candidates have a Bachelor's degree in wildlife management, range management, biology, zoology, ichthyology, or other closely related fields. Other bachelor's degrees may be considered with at least 20 hours of wildlife-related coursework, as evidenced of required transcripts.

POST certification is required within the first year of employment.

Wyoming State Law requires competitive testing (exam) for wildlife law enforcement positions. Background check, polygraph, psychological evaluation, and fingerprinting are required prior to the appointment.

\*\*Must have a valid driver's license

### **KNOWLEDGE:**

- Knowledge of basic concepts, principles, and practices of wildlife management.
- Knowledge of animal biological processes.
- Knowledge of game and fish statutes and regulations and of enforcement of game and fish laws and regulations.
- Knowledge of wildlife and fish species identification and life history.
- Knowledge of population ecology.
- Knowledge of methods, techniques, and regulations pertinent to the investigation, court procedures, and prosecution of violators in wildlife, hunting or fishing, and watercraft-related criminal cases.

- Ability to safely operate motorized equipment, including 4x4 pickup trucks, boats/personal watercraft, ATVs, and snowmachines.
- Ability to safely and appropriately handle live wildlife in a variety of sensitive and hazardous conditions.
- Ability to utilize and handle firearms (enforcement and hunting) and pass Department firearms qualification requirements and testing.
- Ability to perform and pass Department custody/control and intermediate weapons requirements and use of force testing.

#### **MINIMUM QUALIFICATIONS:**

##### **Education:**

Bachelor's Degree (typically in Biology)

##### **Experience:**

1-2 years of progressive work experience (typically in Biology) with acquired knowledge at the level of a Game Warden

##### **Certificates, Licenses, and Registrations:**

POST certification required

**OR**

##### **Education & Experience Substitution:**

4-6 years of progressive work experience (typically in Biology) with acquired knowledge at the level of a Game Warden

##### **Certificates, Licenses, and Registrations:**

POST certification required

#### **NECESSARY SPECIAL REQUIREMENTS:**

##### **PHYSICAL WORKING CONDITIONS:**

- Ability to work independently.
- Ability to lift 50 lbs.
- Meet physical fitness assessment requirements of Wyoming law enforcement academy. Information can be found here: <https://www.wleacademy.com/>
- Work in various weather conditions and environments.
- Must be able to work all days of the week and varied work hours, including weekends and early mornings, evenings/late nights.
- The position is on call to respond to job requirements.
- The position requires the lifting of heavy objects and strenuous physical exertion at times.

##### **NOTES:**

- FLSA: Exempt
- The current opening is in Cody, but recruitment could be used to fill other locations in the future.
- No housing provided.
- Wyoming State Law requires competitive testing for wildlife law enforcement positions.
- Must submit transcripts containing at least 20 hours of wildlife-related coursework (see preferences).
- Must pass a comprehensive background check, polygraph, psychological evaluation, and fingerprinting process prior to appointment.
- POST certification is required within the first year of employment.
- Contact information Wildlife Division at 307-777-4684.

## SUPPLEMENTAL INFORMATION:

040-Game and Fish - Wildlife Division

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

*Class Specifications are subject to change; please refer to the A & I HRD Website to ensure that you have the most recent version.*

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A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at <http://agency.governmentjobs.com/wyoming/default.cfm>.

Class Code #FWGW10  
Job # 2022-04139  
FWGW10-2022-01439-ACCESS COORDINATOR (SENIOR  
GAME WARDEN)-STATEWIDE  
LC

See Human Resource Contact Information  
in the General Description Section  
Statewide, WY 82002

Fax: (307) 777-6562

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

### **FWGW10-2022-01439-Access Coordinator (Senior Game Warden)-Statewide Supplemental Questionnaire**

- \* 1. (AA) Which of the following best describes your highest completed level of education to date or within the next three (3) months? (Transcripts may be required.)
- High School Diploma/GED/or Equivalent
  - Some college Coursework, No Degree Received
  - Associate's Degree
  - Associate's Degree and additional coursework
  - Bachelor's Degree
  - Bachelor's Degree and additional coursework
  - Master's Degree
  - Master's Degree and additional coursework
  - Doctorate Degree
  - Doctorate Degree and additional coursework
  - None of the Above
- \* 2. (AA) Which of the following Quarter/Semester credit hours best describes your completed college education to date or within the next three (3) months? (Transcripts may be required.)
- 45+ Quarter hours/30+ Semester hours
  - 90+ Quarter hours/60+ Semester hours
  - 136+ Quarter hours/91+ Semester hours
  - 180+ Quarter hours/120+ Semester hours
  - 225+ Quarter hours/150+Semester hours
  - N/A
- \* 3. (FWGW10) Which of the following best describes your work experience in Biology or as a Game Warden? Experience definition: (This experience includes, but may not be limited to, the following: Wildlife biology, rangeland ecology, animal science, owner/operator of ranch or farm)
- No relevant experience.

- Less than One (1) year of relevant experience.
- One (1) to less than two (2) years of relevant experience.
- Two (2) to less than three (3) years of relevant experience.
- Three (3) to less than four (4) years of relevant experience.
- Four (4) or more years of relevant experience.

4. (AA) Describe your relevant experience below.

\* 5. (FWGW10) Do you possess Post Certification?

- Yes
- No

\* 6. Do you have a valid driver's license?

- Yes
- No

7. Where did you hear about this opportunity?

- Indeed
- LinkedIn
- Zip Recruiter
- Wyoming workforce services
- Other job sites (Wyoming at Work, Monster, etc.)
- Social Media (Facebook, Twitter, etc.)
- www.governmentjobs.com/careers/wyoming
- Newspaper Advertisement
- Career Fair
- State Employee
- Friend or Acquaintance (Not State Employee)
- Other

8. (AA) VETERANS' PREFERENCE DISCLOSURE: PER WYOMING STATUTE, current employees of the State of Wyoming are not eligible for veterans' preference. If you are not a current employee of the State of Wyoming, to be eligible to receive veterans' preference you MUST have been a resident of the State of Wyoming for a period of one (1) year or more at any time prior to submitting this application. I have read and understand the veterans' preference disclosure.

- Yes
- No
- I am not a veteran

9. (AA) VETERANS' PREFERENCE: If you are a war veteran as defined in section 101, Title 38, United States Code or are the surviving spouse of a war veteran who receives survivor benefits from the federal government based on the veteran's military service, and wish to claim veterans' preference, please attach the appropriate documentation substantiating your claim. Indicate below your appropriate veterans' preference status. By requesting veterans' preference, you are certifying that you meet the statutory requirements as described in the above disclosure.

- Current State Employee
- Veteran - DD214 Attached
- Disabled Veteran (10% or more) - DD214 and Veteran's Disability Determination Attached
- Surviving Spouse of a Deceased Veteran - DD214 and proof of Survivor Benefit Attached
- None of the above

\* 10. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. Some State of Wyoming agencies use E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities at <https://www.uscis.gov/e-verify>. I have read and understand the above statement.

- Yes
- No

\* Required Question

