



TEXAS PARKS AND WILDLIFE DEPARTMENT
invites applications for the position of:

Intern Clerk II-III-IV/ SALE

SALARY: \$12.00 - \$13.50 Hourly

CLOSING DATE: 02/21/18 11:59 PM

DIVISION: Coastal Fisheries

WORK ADDRESS: TPWD Headquarters, 4200 Smith School Road, Austin, Texas 78744

HIRING CONTACT: Tiffany Hopper, (512) 389-4650

GENERAL DESCRIPTION:

This internship graciously funded by generosity of San Antonio Livestock Exposition, Inc. (SALE). SALE's mission, "a volunteer organization that emphasizes agriculture and education to develop the youth of Texas," will be central to the one-page write-up required of applicants selected for this internship. TPWD gratefully acknowledges the assistance of our official non-profit partner, Texas Parks and Wildlife Foundation.

The Texas Parks and Wildlife Department Student Internship Program introduces interested college students to career opportunities in positions located statewide and job settings to gain practical experience and training in natural and cultural resource fields.

This position is responsible for assisting the Policy & Education Team staff with preparation for field sampling trips, collection of sample data in the field, and entry and processing of the data using computer software for a study of the impacts of a bycatch reduction device on both diamondback terrapin bycatch and the catch of blue crabs. Assists with creating basic data summaries, creation of simple graphics. Performs additional duties as assigned. Complies with all Agency, Division and Branch rules, regulations and procedures.

Paid internships are available in various Divisions depending on available funding. The student internship program employment period varies depending on the specific intern opportunity. This is an externally funded internship and will not apply toward State Service Credit. NOTE: If selected for a paid opportunity, intern will be paid at the rate of pay reflected from the completed hours at time of application.

POSTING NUMBER: 18-00392

QUALIFICATION GUIDELINES:

MINIMUM QUALIFICATIONS:

Education:

- Current enrollment as an undergraduate or graduate student in an accredited college or university;
- Minimum of 18 completed semester credit hours from an accredited college or university at the time of application;

- Must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale or "Pass" on a Pass/Fail system.

Experience:

- None required.

Licensure:

- If driving is required, applicant must possess a valid State driver's license.

Residency:

- Must have graduated from high school in, OR have a parent, guardian or personal permanent home mailing address in one of the following nine contiguous Texas counties: Bexar, Kendall, Comal, Guadalupe, Wilson, Atascosa, Frio, Medina and Bandera.

PREFERRED QUALIFICATIONS:

Education:

- Coursework in the biological sciences.

Experience:

- Experience in using a personal computer and common software programs such as MS Word and Excel.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in using MS Word, Excel and Outlook;
- Skill in effective verbal and written communication;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Ability to collect and record data and maintain records;
- Ability to deal effectively with the public and co-workers;
- Ability to learn to identify common marine organisms;
- Ability to understand and follow verbal and written instructions;
- Ability to fully participate in water-based field activities;
- Ability to function in a team environment and be an effective team member;
- Ability to perform manual labor including, lifting supplies and materials up to 50 lbs.;
- Ability to perform work activities in accordance with TPWD safety program.

ADDITIONAL INFORMATION:

WORKING CONDITIONS:

- Required to work 40 hours per week, includes flexible schedules with hours other than 8:00 a.m. to 5:00 p.m. and days off other than Saturdays, Sundays and holidays;
- Required to adjust to changing schedules;
- Required to working outdoors in extreme temperatures and inclement weather;
- Required to work on a boat and in a water-based field environment;
- Required to perform manual labor including, lifting supplies and materials up to 50 lbs.;
- Must conform to TPWD dress and grooming standards, work rules and safety procedures;
- May be required to operate a State vehicle;
- Required to travel 30% with possible overnight stays;

- Non-smoking environment in State buildings and vehicles.

ADDITIONAL REQUIREMENTS:

In order to be considered for this position, the following information is required:

- Submission of a completed online application;
- Work history experience MUST be completed in the online application;
- Must attach copy of official or unofficial college transcript(s) issued from accredited college/university to the online application. (Unofficial transcripts must have full name and college/university's name);
- Transcript must reflect current college/university classes in progress at time of application;
- Degree plans will NOT be accepted;
- Applicants must attach a DD214 or other supporting documentation to the online application to claim Veterans Preference.

NOTE: Resume and professional references may be attached to the online application, but not in place of the completed application. A skills test may be conducted at time of interview.

Army 15, 36, 42, 56, 68, 88, 89, 92

Navy AZ, CS, LS, PS, RP, SH, SN, YN, CWO-SHIPS CLERK

Coast Guard 360, 420, SK, YN

Marine Corps 01, 30, 60, 66

Air Force 3A, 8A2

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

An Equal Opportunity Employer
