



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

# Intern Clerk II-III-IV (Water Resources- SALE)

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**SALARY:** \$12.00 - \$13.50 Hourly

**CLOSING DATE:** 03/02/18 11:59 PM

**DIVISION:** Coastal Fisheries

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

**HIRING CONTACT:** Cindy Hobson, (512) 389-8195

**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.

Intern will assist with various projects of the Water Resources Branch, including both office and field duties. Duties may include, but are not limited to, assisting with developing the Environmental Flows Information Toolkit; helping prepare for and participate in field studies; assisting in data entry, and/or creating documents, tables and/or charts; assisting in getting vehicles taken for maintenance and cleaning, and checking them for safety equipment; assisting in taking the office/vehicle fire extinguishers for their annual inspections. Intern will be responsible for administrative duties such as sorting and mailing documents. This position will complete any safety training deemed necessary, depending on assignments. Assignments may require limited overnight travel. 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:** 18-00393

**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:**

- None required.

**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:**

**Experience:**

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

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Skill in effective verbal and written communication;
- Skill in providing quality customer service in a courteous and professional manner;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Skill in using MS Word, Excel and Outlook;
- Skill in making independent, sound and timely decisions;
- Ability to learn to identify and discuss common marine finfish;
- Ability to collect and record data;
- Ability to accurately follow instructions;
- Ability to perform manual labor including, lifting supplies and materials up to 50 lbs.;
- Ability to work as a member of a team;
- Ability to maintain facilities and equipment;
- Ability to perform work assignments.

**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;
- Must conform to TPWD dress and grooming standards, work rules and safety procedures;
- Required to perform work outdoors, occasionally in adverse weather conditions;
- Required to perform work with proper safety precautions and equipment in enclosed spaces, heights, noise, dust and fumes;
- Required to perform manual labor including, lifting equipment and materials up to 50 lbs.;
- Required to travel 5% 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](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

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