



TEXAS PARKS AND WILDLIFE DEPARTMENT  
invites applications for the position of:  
**Intern Clerk II-III-IV  
(Field Intern-SALE)**

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

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

**DIVISION:** Wildlife

**WORK ADDRESS:** Elephant Mountain Wildlife Management Area, 48515 S Hwy 118, Alpine, TX 79830

**HIRING CONTACT:** Mark Garrett, (432) 837-2051 x229

**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.

Under the immediate supervision of the Area Manager/Assistant Area Managers at the Trans-Pecos Wildlife Management Areas (WMAs), the Intern is responsible for assisting with implementing appropriate ecosystem management strategies to emphasize wildlife/habitat management, restoration and enhancement. Provides assistance in conducting baseline inventories of vegetation, small mammals, herps, and birds, and with the preparation of voucher specimens. Helps in conducting censuses and monitoring of wildlife populations and habitat. Provides assistance to Area staff members with ongoing research activities. Collects GPS data to aid in the development of the area GIS. Assists with habitat enhancements including: installation and maintenance of wildlife water developments, and grazing improvements (water, fences, and others). Assists in maintenance, development and construction of Area facilities including critical public access improvements. After completion of the program, the Intern will benefit from the following: (1) Issues affecting the wildlife profession; (2) Ecosystem management; (3) Management strategies which emphasize wildlife/habitat management, restoration, and enhancement; (4) Tools used in managing wildlife populations and habitat; (5) Baseline inventory techniques; (6) Techniques for monitoring wildlife populations and habitat; (7) Management Area operations; and (8) Desert ecosystems. 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:** 18-00421

**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:**

- Current enrollment as an undergraduate or graduate student in an accredited college or university enrolled in a Wildlife Science or closely related program.

**Experience:**

- Experience in safe equipment operation and maintenance (including but not limited to: tractors and associated implements; ATVs/UTVs; four-wheel drive and off-road vehicles; etc.);
- Experience with monitoring and survey equipment (including but not limited to: radio telemetry; GPS; vegetation sampling; mist netting and Sherman traps);
- Experience in personal computers and personal computer applications;
- Experience in application of chemicals to manage woody vegetation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of native and non-native wildlife, vegetation, habitats and land use practices in Texas Trans-Pecos region;
- Skill in effective verbal and written communication;
- Skill in effective interaction with staff at all levels of the department and other state agencies and organizations;
- Skill in MS Word, Excel and Outlook;
- Skill in the use of personal computers;
- Ability to safely operate and maintain heavy equipment (including but not limited to tractors and associated implements; ATVs/UTVs; four-wheeled drive and off-road vehicles);
- Ability to safely operate powered and non-powered hand tools and other equipment as assigned;
- Ability to use GPS and radio telemetry equipment;

- Ability to collect and analyze scientific data;
- Ability to maintain assigned equipment in good working condition;
- Ability to safely work independently with little or no supervision;
- Ability to work as a member of a team;
- Ability to perform manual labor including lifting supplies and materials up to 50 lbs.;
- Ability to conduct work activities in accordance with TPWD safety program.

**ADDITIONAL INFORMATION:  
WORKING CONDITIONS:**

- Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday;
- Required to work on holidays, weekends and hours other than 8:00 a.m. to 5:00 p.m. as necessary;
- Required to perform work outdoors, occasionally in adverse weather conditions;
- Required to perform manual labor including lifting supplies and materials up to 50 lbs.;
- Lodging available;
- Required to maintain order and cleanliness of lodging;
- Required to travel 15% with possible overnight stays;
- Must conform to TPWD dress and grooming standards, work rules and safety procedures;
- Required to operate a State vehicle;
- 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**

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