



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

# Intern Clerk II-III-IV- SALE (Deer Breeder Permit Intern)

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

**CLOSING DATE:** 02/23/18 11:59 PM

**DIVISION:** Wildlife

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

**HIRING CONTACT:** Megan Hahn, (512) 389-4688

**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.**

Under the direction of the Permitting Staff, this position is responsible for assisting with permitting materials for the Deer Breeder Program, Aerial Wildlife permits, and other deer related management permits. Assists with digitizing permitting documents and herd inventory inspections at deer breeder facilities. Performs additional duties as assigned. Complies with all Agency, Division, and Branch rules, regulations, and procedures.

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.

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:** 18-00506

**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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of administrative practices and procedures;
- Knowledge of native Texas wildlife;
- 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 providing quality customer service in a courteous and professional manner;
- Skill in data entry and maintaining hard copy and electronic files;
- Skill in using MS Word and Excel;
- Skill in viewing and tracking information in a complex database;
- Skill in identifying, researching and compiling information;
- Skill in problem solving;
- Skill in managing several projects simultaneously;
- Ability to work as a member of a team;
- Ability to work independently with little or no supervision;
- Ability to identify errors associated with complex data;
- Ability to plan, organize and accomplish work assignments and tasks effectively;
- Ability to maintain flexibility and work with frequent interruptions and multiple changing priorities.

**ADDITIONAL INFORMATION:**

**WORKING CONDITIONS:**

- Required to work from 8:00 a.m. to 5:00 p.m., Monday through Friday;
- Must conform to TPWD dress and grooming standards, work rules and safety procedures;
- 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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