

Dear Colleagues,

The State Civil Service Commission is assisting the Pennsylvania Game Commission in recruiting qualified candidates for its next class of Wildlife Conservation Officer Cadets. Below you will find information regarding the specifics of the vacancies, as well as direct links to the test announcement on the Civil Service Web site. Please share this information as you deem appropriate with others in your network who may know of interested and qualified candidates for these opportunities.

Note: The application period for this job title begins today, March 6, 2013, and will continue for 30 days, or until 600 applications are received. If the application period lasts for the full 30 days, the deadline to apply will be April 3, 2013.

On behalf of the Game Commission, thank you for any assistance you can provide in encouraging qualified candidates to apply and test for these vacancies.

Specifics:

▪ Nature of Work:

In March 2014, the Pennsylvania Game Commission plans to appoint a new class of Wildlife Conservation Officer Cadets at their Training School in Harrisburg. The training will last approximately 50 weeks. It includes both classroom instruction and field assignments. Cadets learn to enforce laws and regulations, prosecute violators, conduct wildlife surveys, supervise Deputy Wildlife Conservation Officers, conduct educational classes and lectures (including Hunter/Trapper Education), supervise habitat management activities, etc. Classroom subject matter includes wildlife management, game laws and regulations, law enforcement principles and methods, public relations, land management, and natural history of wildlife. Field assignments give cadets the opportunity to apply the principles covered in the classroom. During field assignments, cadets work under the supervision of experienced Wildlife Conservation Officers, who monitor the cadets' continued progress toward completion of the entire program. Performance in all stages of training is reviewed through written examinations, formal inspections, and individual evaluations.

The training is conducted under close supervision, in accordance with policies and procedures established by the Pennsylvania Game Commission. Failure to abide by or conform to these policies and procedures during the training period will be considered sufficient reason for dismissal.

Requirements: You must be willing to travel.

The following 3 requirements will be verified at the time of hire:

- You must have a valid driver's license.
- You must be at least 21 years old by March 01, 2014.
- You must have possessed a hunting license for 2 years prior to February 28, 2014. *This requires a minimum of two (2) separate general licenses covering two (2) annual seasonal license cycles. No two (2) licenses can be valid for any portion of the same time period. Hunting licenses from other states or nations are acceptable. Licenses need not be consecutive years or seasons. Documentation must be produced by the applicant.*

Wildlife Conservation Officer Cadets attend intensive paramilitary style classroom training and field assignments. Upon successful completion of the program, they become Wildlife Conservation Officers, and must relocate to an assigned district. The job has many unusual and demanding conditions, which are listed below. Read these conditions and think carefully about each one. Submission of a completed Civil Service application for Wildlife Conservation Officer Cadet indicates understanding and acceptance of these conditions of employment. If you are unwilling or unable to meet all listed conditions, please do not apply:

1. You must be willing to reside at the Training School and at field assignment locations during the training period.
2. You must be willing to be “on call”, available for duty at any hour of any day or night, including days off, weekends, and holidays.
3. You must be willing to spend much of your time dealing with hunters and related organizations.
4. You must be willing to work alone in isolated areas and be exposed to certain elements of danger such as confronting and arresting armed violators.
5. You must be willing to work irregular hours, at any hour of the day or night and under any weather conditions.
6. You must be able to work independently, without daily supervision, to meet regular deadlines.
7. You must be willing to wear a uniform and conform to Pennsylvania Game Commission policies on grooming.
8. You must be willing to learn the use of personal defensive tactics and firearms, and to carry and use weapons as required by the job.
9. You must be willing to accept assignment anywhere in the state, and locate and maintain a home office to service your assigned district according to contract and agency policy.
10. You must be willing to promote and support all Pennsylvania Game Commission operations and programs.

Prior to appointment, background and character investigations will be conducted. After you receive a conditional offer of employment, you must pass medical, vision, hearing, strength, agility and swimming tests, in addition to a drug screening and psychological evaluation.

- Residency: Pennsylvania residency is required.

Location: The Training School is located in Harrisburg (Dauphin County). Upon completion of the training program, Cadets will be promoted to Wildlife Conservation Officers. They will be assigned to a vacant district, where they will have to relocate.

- Cadet Salary: \$1,173.60 biweekly; \$30,607 annually

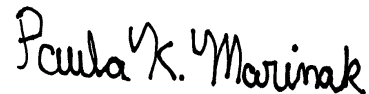
Links:

- The State Civil Service Commission Web site: <http://www.scsc.state.pa.us>
[Test Announcement 2013-024 for Wildlife Conservation Officer Cadet](#)
- [How to Apply](#)

Job-specific questions may be directed to the Pennsylvania Game Commission, Bureau of Human Resources, at (717) 787-7836.

Inquiries about the Civil Service employment process may be directed to Paula Marinak, State Civil Service Recruitment Specialist, at (717) 214-4933 or pmarinak@pa.gov. On behalf of the State Civil Service Commission and the Pennsylvania Game Commission, thank you for your support of this important recruitment effort!

Sincerely,

A handwritten signature in black ink that reads "Paula K. Marinak". The signature is written in a cursive, slightly slanted style.

Paula K. Marinak
Recruitment Specialist