JOB ANNOUNCEMENT

POSITION: Conservation Warden

LOCATION: Applicants must be willing to relocate near their assigned duty station upon successful completion of their Field Training.

DUTY STATIONS: (3) Total: (1) Brimley, MI; (1) Park Falls, WI; (1) Hayward, WI. You must identify the duty station(s) you are applying for in your cover letter.

SALARY RANGE: GLIFWC PAY SCHEDULE: Grade 7 Step 5 - $42,536 - Grade 7 Step 6 - $43,787 (Dependent on qualifications)

CLASSIFICATION: Permanent, Full-Time

POSTING DATE: December 13, 2022

CLOSING DATE: January 31, 2023

SUPERVISION: Reports to assigned District Lieutenant. Performs the duties listed below in a manner consistent with Commission’s Policies and Procedures.
**DUTIES AND RESPONSIBILITIES:**

- Perform various conservation law enforcement tasks. Such as, monitoring hunting, fishing, and gathering activities; issuing citations; writing reports; handling evidence; testifying in court; issuing licenses and permits; public speaking; instructing safety classes; participating in community outreach events.

**Qualifications and Standards:**

- Must be a U.S. citizen.
- Must possess a valid driver’s license and be insurable under GLIFWC’s insurance policy.
- Must be at least 21 years of age.
- Must successfully pass the minimum entrance level fitness test.
- Must be of good moral character.
- Must be able to legally possess a firearm.
- Must be able to work nights and weekends.
- Be free of any physical, emotional, or mental health condition which might adversely affect law enforcement performance.
- Must be able to react quickly and effectively to stressful situations.
- Must be able to understand oral and written instructions.
- Must have proficient writing and oral communications skills.
- Must be able to perform physical, mental, and sometimes strenuous duties conducted at odd times and locations.
- Must have earned 60 college credits from an accredited college or university.
  - Exceptions:
    - Applicants who will meet the 60-college credit requirement at the end of the spring 2023 semester.
    - Applicants who have been granted a college credit waiver from the Wisconsin Department of Justice Law Enforcement Standards Board.

**Training:**

- Applicants that are not already eligible for Wisconsin Law Enforcement Standards Board Certification, must attend and successfully complete a Basic Law Enforcement course (720 – hour).
- Recruit Wardens must complete a one-year Field Training Program.

**Retirement:**

- The Great Lakes Indian Fish & Wildlife Commission contributes 6% of your gross income into a 401K plan.

**Health Insurance:**

- Employees are eligible for health insurance the first day of the pay period after the
enrollment form is completed. Health Benefits include, Medical, Dental, and Vision benefits.

- Medical benefits are provided through the Federal Employees Health Benefits (FEHB).
- Eligible employees can choose their own FEHB benefits. Employer pays 87.5% of annual insurance premium.
- Dental benefits are covered by Delta Dental. This is a policy which allows you to choose the Dentist of your choice. Deductibles are very low. Many services such as exams and X-rays are covered 100% with no deductible. Services such as fillings, extractions, surgery, and root canals are covered 80% after $25 deductible. Orthodontic treatment is covered 50% up to a maximum of $2000 per year. Employer pays 75% of annual insurance premium.
- Vision benefits are covered by Reliance Standard. The vision plan is $350.00 per person per year. Employer pays 75% of annual insurance premium.

**Long-term Disability:**

- Long-term disability is covered by Reliance Standard and is covered 100% by GLIFWC.

**Term Life Insurance:**

- Insurance starts the 1st of the month following 30-day waiting period.
- Term Life insurance is covered by UNUM. GLIFWC pays for the first $10,000 of life insurance.
- The employee can opt to buy additional insurance for self, spouse, or children.

**NOTE:**

This position has been classified as 50% tax exempt for qualified individuals under Internal Revenue Code §7873—Tax Exemption for income derived from treaty fishing rights-related activities.

Applicants will be required to complete the following: oral interview; written examination; medical examination; psychological evaluation; drug screening; background investigation & physical fitness test.

**The Great Lakes Indian Fish & Wildlife Commission’s Conservation Enforcement Division is prohibited from hiring anyone who has been:**

- Convicted of a felony.
- Convicted of a misdemeanor crime of dishonesty, moral turpitude, Domestic Violence, or other crime resulting in serious physical injury to another.
- Convicted of driving under the influence.

**Or anyone that:**

- Has illegally used, transported, manufactured, or sold a controlled substance.
- Lies, omits, or provides misleading information on the Great Lakes Indian Fish and Wildlife Commission application.
APPLICATION PROCEDURE:

Email a completed GLIFWC Special Enforcement Application (available at: www.glifwc.org), cover letter, resume, college transcripts, and if applicable, college transcript waiver, and an undeleted DD Form 214 to:

Jill Miller, Administrative Assistant
Great Lakes Indian Fish and Wildlife Commission
72682 Maple Street, PO Box 9
Odanah, Wisconsin 54861
(715)685-2112
Jmiller@glifwc.org
# Conservation Warden Employment Application

**Applicant Information**

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<th>Full Name:</th>
<th>Date:</th>
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<th>Address:</th>
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<th>Phone:</th>
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<th>Date of Birth:</th>
<th>Age:</th>
<th>Driver’s License #:</th>
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<th>Place of Birth:</th>
<th>Social Security Number #:</th>
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<th>Gender Identification:</th>
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<th>Position Applied for:</th>
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**Are you a citizen of the United States?**

- [ ] YES
- [ ] NO

- [ ] If no, are you authorized to work in the U.S.? [ ] YES [ ] NO

**Have you ever worked for GLIFWC?**

- [ ] YES
- [ ] NO

- [ ] If yes, when? ____________________________

**Are you employed now?**

- [ ] YES
- [ ] NO

- [ ] If yes, may we contact your employer? [ ] YES [ ] NO

**Are you a member of a Federally recognized Indian Tribe?**

- [ ] YES
- [ ] NO

- [ ] If no, are you authorized to work in the U.S.? [ ] YES [ ] NO

- [ ] Which Tribe? ____________________________

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<th>Tribal ID Number:</th>
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List below, all other names you have used, including nicknames: If married, provide former name. During what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place and circumstance.

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<th>Street Address</th>
<th>City</th>
<th>State</th>
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Education

High School: ___________________________________________ Address: ___________________________________________

From: _______ To: _______ Did you graduate? □ □ Diploma: ____________________________

College: ___________________________________________ Address: ___________________________________________

From: _______ To: _______ Did you graduate? □ □ Degree: ____________________________

Course Pursued: ___________________________________________ Number of Credits: __________

College: ___________________________________________ Address: ___________________________________________

From: _______ To: _______ Did you graduate? □ □ Degree: ____________________________

Course Pursued: ___________________________________________ Number of Credits: __________

Other: ___________________________________________ Address: ___________________________________________

From: _______ To: _______ Did you graduate? □ □ Degree: ____________________________

Course Pursued: ___________________________________________ Number of Credits: __________

***ATTACH TRANSCRIPTS (OFFICIAL OR UNOFFICIAL) FOR COLLEGES ATTENDED TO THIS APPLICATION***

References

Please list three professional references who are responsible adults of reputable standing in their communities. *Please, no relatives or previous employers*

Full Name: ___________________________________________ Relationship: ____________________________
Company: ___________________________________________ Phone: ____________________________
Address: ___________________________________________

Full Name: ___________________________________________ Relationship: ____________________________
Company: ___________________________________________ Phone: ____________________________
Address: ___________________________________________

Full Name: ___________________________________________ Relationship: ____________________________
Company: ___________________________________________ Phone: ____________________________
Address: ___________________________________________
**Previous Employment**

Company: ___________________________ Phone: ________________
Address: _____________________________ Supervisor: ________________

Job Title: ___________________________ Starting Salary: ___________ Ending Salary: ___________
Responsibilities: ________________________________________________________________
From: ___________ To: _____________ Reason for Leaving: ________________________________

Company: ___________________________ Phone: ________________
Address: _____________________________ Supervisor: ________________

Job Title: ___________________________ Starting Salary: $ ___________ Ending Salary: $ ___________
Responsibilities: ________________________________________________________________
From: ___________ To: _____________ Reason for Leaving: ________________________________

Company: ___________________________ Phone: ________________
Address: _____________________________ Supervisor: ________________

Job Title: ___________________________ Starting Salary: $ ___________ Ending Salary: $ ___________
Responsibilities: ________________________________________________________________
From: ___________ To: _____________ Reason for Leaving: ________________________________

Company: ___________________________ Phone: ________________
Address: _____________________________ Supervisor: ________________

Job Title: ___________________________ Starting Salary: $ ___________ Ending Salary: $ ___________
Responsibilities: ________________________________________________________________
From: ___________ To: _____________ Reason for Leaving: ________________________________
Military Service

Have you ever served in the Armed Forces of the United States? ☐ YES ☐ NO

Branch of Service: ___________________________________ From: _______ To: _______

Rank at Discharge: _______________________________ Type of Discharge: __________________________

If other than honorable, explain: _____________________________________________________________

MOS / Job Title: ____________________________________________________________

Date DD-214 Form Was Recorded: ___________________________ County: _____________ State: _____________

Are you currently or have you previously been a member of the Reserve/National Guard? ☐ YES ☐ NO

If yes, Branch of Service: ___________________________ Unit Name: ___________________________

Unit Location: ___________________________ Unit Phone Number: ___________________________

Name and Rank of Immediate Supervisor: ___________________________________________________________

Was any type of disciplinary action taken against you in the service? ☐ YES ☐ NO

If yes, type and nature of action: _______________________________________________________________

Have you ever been rejected by any branch of the Armed Forces? ☐ YES ☐ NO

If yes, why? _______________________________________________________________

***ATTACH A COPY OF YOUR DD-214 FORM TO THIS APPLICATION***
### Court Records

Have you ever been convicted for violating any law, including municipal ordinance, Tribal, State, Federal, State or Tribal Natural Resources, or traffic law? (Do not include parking tickets) – List all such matters

<table>
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<tr>
<th>Date</th>
<th>Location</th>
<th>Charge</th>
<th>Final Disposition</th>
<th>Details</th>
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### General Information

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<th></th>
<th>Full Time</th>
<th>Part Time</th>
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<tr>
<td>Are you able to work:</td>
<td>YES</td>
<td>NO</td>
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<td>Are you on a lay-off and subject to recall?</td>
<td>YES</td>
<td>NO</td>
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<td>Are you willing to attend job related training?</td>
<td>YES</td>
<td>NO</td>
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<td>Are you willing to relocate to fill a vacant Conservation Warden position?</td>
<td>YES</td>
<td>NO</td>
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<td>Can you travel as the job may require?</td>
<td>YES</td>
<td>NO</td>
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</tbody>
</table>

Have you ever been convicted of a felony?

If yes, explain: __________________________

Are you required to register as a sex offender in any jurisdiction?

If yes, explain: __________________________
Do you have any physical, mental or medical impairments or disabilities that may reflect upon your suitability to perform the duties of a Conservation Warden, or which may require further explanation?  
**If yes, please explain below.**  

- [ ] YES  
- [ ] NO

State any additional information you feel may be helpful to us in considering your application for a Conservation Warden Position.

State any specialized skills, qualifications and certifications you hold that relate to Conservation Law Enforcement.

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**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*  
*I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*  
*In submitting this application, I agree to any drug testing that the Great Lakes Indian Fish & Wildlife Commission requests. I understand that any offer of employment is contingent upon the results of such testing.*  
*If this application leads to employment, I understand that false or misleading information in my application or interview may result in disciplinary action including termination.*

Signature: ____________________________  Date: ____________________________