



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 6013

GAME WARDEN SUPERVISOR
GRADE N

SCOPE OF WORK:

Work involves performing management of one of the North Dakota Game and Fish Department districts or statewide administration of Game and Fish law enforcement operations or investigations.

DUTIES PERFORMED:

- Interpret and apply legal knowledge and constitutional law while enforcing state and federal wildlife safety and criminal laws, rules, and regulations.
- Oversee all aspects of assigned area of responsibility by enforcing federal and state wildlife and criminal laws and assisting other law enforcement agencies when requested.
- Participate in the prosecution of offenders; respond to inquiries by attorneys; prepare courtroom testimony and testify in court and at administrative hearings.
- Engage in community and media relations and liaison work in Game and Fish area of responsibility; promote agency presentations and involvement with schools, civic groups, and safety committees.
- Represent the Game and Fish Department at school functions, Sportsmen Club meetings, and public forums as requested by the chief warden.
- Support federal, state, and local law enforcement operations and other divisions of the department.
- Supervise the operation of patrol, water safety traffic and law enforcement, accident investigations, incident follow-up, crime prevention, and public safety within the area of responsibility.
- Plan, organize, coordinate, direct, monitor, and evaluate staff and program activities to insure compliance with the goals and objectives of the department.
- Participate in the development of departmental policies and procedures; enforce, evaluate, and maintain policies and procedures regarding department operations.
- Determine, recommend, and implement training for all assigned staff.
- Conduct after-incident review of all fatalities, use of force incidents, pursuits, and incidents that cause injury to employees to ensure that department policies and procedures were followed.
- Observe and analyze boating traffic flow patterns, weather conditions, and operating practices to determine and implement a variety of potential corrective action.
- Analyze and interpret enforcement, commercial, and licensing activities and devise ways of increasing effectiveness and compliance.

-
- Develop, coordinate, and implement covert operations within assigned area of responsibility.
 - Establish and maintain a systematic method for analysis and retention of all pertinent records.
 - Assume command responsibility in the absence of the Chief Game Warden.
 - Participate in interviewing and hiring of enforcement staff.
 - Review and approve reports entered into the Division Records Management System by assigned staff.
 - Develop, maintain and monitor policy and procedures for evidence handling that meets current legal standards.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree, licensure as a North Dakota Peace Officer, or eligibility for licensure, and five years of work experience as a District Game Warden. The hiring authority, at the time of recruitment, may specify additional qualifications directly related to the position duties.

Eff. Date: 11/84

Rev: 03/00 – Word Processing Conversion

Rev: 08/01 – Updated and separated from game warden classes (6011-6012) as a series; reviewed factors and grade

Rev: 07/12 – Conversion to Hay System

Rev: 09/15 – Revised title, scope of work, duties, and minimum qualifications and JEC reviewed factoring and grade.