



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6014

CHIEF GAME WARDEN

GRADE P

SCOPE OF WORK:

Directs and coordinates the activities of the Enforcement Division within the North Dakota Game and Fish Department (G & F). Responsible for administering a statewide enforcement program to ensure all wildlife resources are protected and wisely used through the enforcement of laws pertaining to fish and wildlife resources, boating, and public safety.

DUTIES PERFORMED:

- Review and analyze existing laws and make recommendations for legislation affecting enforcement policies and laws.
- Plan, develop, and implement enforcement policies in conjunction with other law enforcement agencies that protect fish and wildlife resources and provide for penalties for violations.
- Ensure the public's safety and ability to enjoy all forms of compatible natural resource-based recreation by enforcing criminal laws on public lands owned or managed by the G & F Department.
- Respond to requests from a wide variety of public and private entities or individuals for information or technical assistance on Departmental issues, programs, interpretation of laws, rules, statutes, and policy.
- Communicate with other Division Chiefs to share information and coordinate work activities that require a cooperative effort for the accomplishment of goals and objectives. May provide manpower assistance to other divisions with critical seasonal work.
- Assist other law enforcement agencies when called upon and provide assistance to state Disaster Emergency officials during natural disasters.
- Contribute to hunter awareness and safe hunting practices through staff participation in Department's Hunter Safety Program as well as providing assistance and investigations following hunting accidents.
- Contribute to boater awareness and safe boating practices through staff participation in Department's Boating Safety Program. Investigate and provide search and rescue assistance following boating accidents or during distress situations.
- Provide available manpower to assist with voluntary educational efforts such as Project Wild, Project Wet and related public youth and adult education programs.
- Oversee the planning, development, and expenditure of the Division budget.
- Participate in the review and evaluation of Department wide enhancement projects.

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- Provide supervision, direction, and leadership to law enforcement staff through meetings, job descriptions, and evaluations, and provide for training that supports employee, division, and Department goals.
 - Monitor and review operational safety concerns for enforcement officers including safety equipment purchases and training in its use.
 - Communicate Department programs at professional resource management meetings, advisory board meetings, sportsman and civic club meetings, and other public gatherings.
 - Prepare popular and technical articles for publication and distribution in cooperation with the Information and Education Division.
 - Meet statutory requirements for law enforcement record keeping and provide the Director with monthly and annual reports.

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 with a major in wildlife management, biology, criminal justice, natural or earth science, or a natural resource discipline and eight years of work-related experience, four of which must have been in a management or supervisory capacity. Or a master's degree in one of the fields indicated and six years of related experience, three of which must have been in a management or supervisory capacity. Must be a certified peace officer.

Eff. Date: 11/84

Rev: 01/98 – Changed pay grade and updated format.

Rev: 07/12 – Conversion to Hay System