



Make a difference
MAINE
State Government

Career Opportunity Bulletin

GAME WARDEN

CODE: 951100 PAY GRADE: 20 (\$17.51 – 23.21/hr.)*

Value of State's share of Employee's Retirement: 17.26% of pay

Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

**Salary includes a \$0.85 per hour Market Pay Adjustment.*



OPENING DATE: June 12, 2013

CLOSING DATE: August 9, 2013

GENERAL INFORMATION:

The Maine Warden Service dates back to 1880, when the first wardens were appointed to enforce laws giving Maine's moose and deer their first legal protection. The service's first enforcement action occurred on March 12, 1880 when two men were apprehended for killing a doe in closed season. From this modest beginning, the Maine Warden Service now has a complement of 124 uniformed members and is the largest of three bureaus in the Department of Inland Fisheries & Wildlife. It consists of a control headquarters located in Augusta and three divisions with a varying number of districts. Division headquarters are located in Gray, Greenville, and Ashland. Each division is administered and supervised by a Lieutenant and sectional Sergeants. Warden districts cover the entire state; they are generally geographically smaller in southern Maine where the population is higher and larger in the more sparsely populated Northern sections

Today, the Maine Warden Service is a modern, professional, highly effective law enforcement agency. Members are certified law enforcement officers who use state-of-the-art equipment, including four-wheel drive trucks, boats, snowmobiles, ATV's, personal computers, a two-way radio repeater network, portable radios, fixed wing aircraft, and night vision equipment, in carrying out their responsibilities. In addition, the service maintains its own forensic mapping team, evidence recovery unit, dive team, K-9 unit, and aircraft fleet. These aircraft enable Wardens to patrol remote sections of their assigned districts, effectively respond to search and rescue situations, fish and wildlife enforcement, fish stocking, and oversee recreational boating activity.

JOB DESCRIPTION:

This is certified, uniformed, law enforcement work as a member of the Maine Warden Service, Department of Inland Fisheries & Wildlife, protecting inland fish and wildlife resources and the safety of the public. A Game Warden's work includes:

- Patrol an assigned area called a district. Patrolling is usually done alone in areas where there is a concentration of hunting, fishing, and trapping activity. While on patrol, Wardens inspect licenses as well as fish and wildlife possessed by individuals. Explain fish and wildlife, recreation, and environmental laws, rules, and regulations. Patrol may be conducted on foot or by truck, boat, canoe, snowmobile, all-terrain vehicles (ATV's), or airplane.
- Issue warnings and summonses, and making arrests as necessary. In addition to enforcing fish and wildlife, recreation, and environmental laws, Wardens are empowered to enforce all other state laws.
- Conduct investigations, gathering evidence, writing reports, and testifying in court. Investigations may stem from citizen complaints or observed incidents of law violations, and may include complaints involving ATV's, sick or nuisance wildlife, and landowner issues.
- Investigate hunting incidents and crashes involving recreational vehicles.
- Organize, directing, and/or participating in search and rescue operations. This is a priority requirement and may entail working on the recovery of drowning victims and other deceased persons.
- Working with biologists, animal control agents, and/or wildlife rehabilitators.

To be a successful Maine Game Warden, an individual must possess considerable knowledge of wildlife, hunting, fishing, trapping, and other related outdoor sports; a strong desire to work in law enforcement; self initiative and a willingness to work out-of-doors in adverse weather conditions, often without assistance. In all cases, a Warden seeks to promote good public relations and compliance with all fish and wildlife regulations.

MINIMUM REQUIREMENTS:

In order to qualify, you must:

- have a high school diploma or equivalent;
- be at least 21 years old by August 9, 2013 -OR- can be only 20 years old and have completed an associate's Degree or 60 credit hours of post-secondary education by August 9, 2013; **have successfully passed the Maine Criminal Justice Academy's ALERT examination; (see below for scheduling)**
- **have successfully passed the Maine Criminal Justice Academy's Pre-Employment Physical Fitness Test within the past year; (see below for scheduling)**
- have or be able to obtain a valid Maine Class C motor vehicle operator's license;
- be willing to locate anywhere within the State of Maine.

Important notes:

- You must attach within the application:
 - proof of age (copy of birth certificate or driver's license);
 - a copy of your high school diploma or GED certificate;
 - **a letter from the Maine Criminal Justice Academy showing your ALERT examination score;**
 - **a letter from the Maine Criminal Justice Academy showing your Pre-Employment Physical Fitness Test results (date of test must be within a year of the closing date of this posting).**
 - **Answers to Supplemental Qualifications form.**
- If you are only age 20, you **must** attach within the application proof of your Associate's Degree or completed 60 credit hours of post-secondary education.
- **FAILURE TO PROVIDE ANY OF THESE MATERIALS WILL RESULT IN FAILURE OF THE MINIMUM REQUIREMENTS.**

TESTING AND EVALUATION PROCESS:

Because of the responsibilities and authority of a Game Warden, the selection process is extensive and thorough. The following outline summarizes the testing and screening process used to evaluate every applicant for Game Warden before a hiring decision is made. The Game Warden application process has changed from past recruitments and the following application and testing process involves multiple evaluation phases. You must successfully complete each phase in order to proceed to the next.

Current, full time, Maine State Law Enforcement Officers, who are Basic Law Enforcement Training Program (BLETP) certified may be exempt from certain components of the application process. – However, BLETP certified candidates are required to have completed the MCJA PFT within the last year prior to the end of this Posting.

THE TESTING PROCESS IS AS FOLLOWS (all exam dates are tentative):

1. **ALERT EXAMINATION:** *You must take and pass the ALERT test prior to applying.* This may be done by calling (207) 877-8000 (there is a \$50.00 fee for this test). Testing is normally scheduled for the first and third Wednesday of every month at the Maine Criminal Justice Academy in Vassalboro, Maine, however during this posting period they may have other dates scheduled. Test questions are multiple choice and fall within the categories of Writing Skills and Reading Comprehension.
2. **PHYSICAL FITNESS TEST:** *You must take and pass the Pre-Employment Physical Fitness Test within the past year prior to the closing date of this posting.* This may be done by calling (207) 877-8000 (there is a \$35.00 fee for this test). Testing is normally scheduled for the first and third Wednesday of every month at the Maine Criminal Justice Academy in Vassalboro, Maine, however during this posting period they may have other dates scheduled. The Physical Fitness Test is a Pass/Fail test. It consists of

three events: Timed Push-Up Test (on minute); Timed Sit-Up Test (one minute); and 1.5 Mile Run. Testing information and standards for successful completion of the Physical Fitness Test are available by accessing the Maine Criminal Justice Academy's website at www.maine.gov/dps/mcja (click "Forms", then Under Law Enforcement Basic Training, click "Physical Fitness Testing Protocol"). This information can also be obtained by calling the number listed above.

3. **APPLICATION PERIOD:** (June 12, 2013 – August 9, 2013) Applications will only be accepted during this period. Applications postmarked after this period will be denied.

- **APPLICATION EVALUATION:** Applications are reviewed to ensure that each applicant meets the minimum requirements defined in this Bulletin. Applicants **MUST answer all Supplemental Questions** (see below) outlined in this posting and attach them to the Application. Any applicant who does not meet these requirements are disqualified from further consideration.

Supplemental Qualification Questions are at the end of this posting.

4. **EXAM PROCESS:** All applicants who meet the minimum requirements will be scheduled to take the following exams. No rescheduling or retesting will be allowed. The Exams will consist of three phases, a multiple choice Written Exam, an Oral Board examination along with a Written Essay. Failure of any phase of these Exams constitutes a failure of the entire hiring process.

- **Written Exam** - The questions (multiple choice) fall within the following categories: Vocabulary, Spelling, Reading Comprehension, and Math; Hunting, Trapping, Fishing, and Equipment; Mammals, Fish, and Birds of Maine; Watercraft, Snowmobiles, and All-Terrain Vehicles; and General Knowledge. All Exams will be scored and the top candidates will be scheduled for the next phase (a designated cut off score will be determined).
- **Oral Board** – The Oral Board is administered by a board of five members of the Maine Warden Service. Candidates will be rated in the following categories. Commitment/Independence; Judgment/Logic; Communication Skills; Applied Knowledge; Decision Making/Decisiveness; and Tact and Diplomacy. **DIRECTLY AFTER** the Oral Board Exam, the candidate will complete a Written Essay. - Candidates will have the option to either type or handwrite their Essay. The Essay will be scored using a nationally recognized, holistic scoring procedure. There is no right or wrong answer. The Essay will be evaluated using the following criteria: how well the writer develops a position on the question; appropriate use of examples and reason to support their position; organization, coherence, and logical progression of ideas; facility with choice of language and vocabulary; variety of sentence structure; and correct use of grammar, spelling and mechanics. The Essay will be given a numerical score using a 12 point system. A cut score will be determined as a minimum criteria for passing. Failure to pass either the Oral Board or Written Essay will constitute a failure for the entire hiring process.

EMPLOYMENT REGISTER: Applicants who pass all phases of the application/testing process will be placed on an Employment Register maintained at the Natural Resources Service Center. This register will be used to fill vacancies throughout the State.

FINAL SCREENING PROCESS

After a conditional offer of employment is made, the Maine Warden Service will conduct an extensive background investigation concerning the applicant, including military service, education, motor vehicle record, criminal history record, financial record, work history, and references. A screening committee will review the results for information that would eliminate the candidate from further consideration.

An applicant will automatically be eliminated if he/she:

1. Has committed any crime classified in Maine law as a Class A, Class B, or Class C crime (any felony);
2. Has been found guilty of any crime classified in Maine law as a Class D crime (a Class D crime is a misdemeanor with a maximum term of imprisonment of 364 days). A person may make application to the Maine Criminal Justice Academy (MCJA) Board of Trustees for a waiver of this provision. Persons with

questions regarding this provision should contact the Office of the Game Warden Colonel at 207-287-2766;

3. Has an extensive record of motor vehicle or fish and wildlife law violations;
4. Has convictions for Murder, Class A, B, C, or D crime, or convictions for any violation of the Maine Criminal Code, Chapters 15, 19, 25, or 45 or a conviction for any equivalent crime in another jurisdiction outside the State of Maine. A person may make application to the Maine Criminal Justice Academy (MCJA) Board of Trustees for a waiver of this provision;
5. Has engaged in any conduct that is penalized in this state as Murder, Class A, B, C, or D crime, or any provision of the Maine Criminal Code, Chapters 15, 19, 25, or 45; or engaged in such conduct in another jurisdiction outside the State of Maine, unless that conduct is not punishable as a crime under the laws of that jurisdiction. A person may make application to the Maine Criminal Justice Academy (MCJA) Board of Trustees for a waiver of this provision;
6. Has convictions for operating a motor vehicle under the influence of intoxicating liquor during the six year period prior to application to the Basic Law Enforcement Training Program, or have been adjudicated of committing the administrative offense of operating a vehicle under the age of 21 with a greater than a 0.00 blood alcohol content during the six year period prior to application to the Academy Basic Law Enforcement Training Program. A person may make application to the Maine Criminal Justice Academy (MCJA) Board of Trustees for a waiver of this provision;
7. Has been found guilty of conduct specified in subparagraphs 1, 2, 3, 4, 5, or 6 in another state of jurisdiction;
8. Has ingested or been injected with or used a hallucinogenic drug;
9. Has illegally sold scheduled drugs or drugs which require a prescription;
10. Has engaged in illegal drug use beyond what is considered as experimentation;
11. Is currently abusing drugs or alcohol;
12. Falsified, misrepresents, or omits any information when interviewed, during the background investigation, polygraph examination, or on the pre-polygraph questionnaire.

Upon completion of the background investigation, viable candidates will be scheduled for a polygraph examination. The results of the background investigation and polygraph examination will then be reviewed by a screening committee to determine if the candidate is eligible to continue. This determination will be reached by weighing all the information received.

Candidates successfully completing the background investigation and polygraph examination will be scheduled for an interview with the Colonel of the Maine Warden Service. Final selection will be based on the Colonel's interview along with the successful completion of a medical and psychological assessment followed by the swim test.

SWIM TEST: (Test will only be given to final candidates, date to be announced) Game Wardens must be able to swim. You will be wearing a bathing suit which contains no floatation material such as closed-cell foam, etc., and given rubber boots (appropriately sized) to put on with no socks (ear plugs and goggles may be worn).

You will jump into the water and remove the boots. When a person makes an unplanned fall into the water, boots become saturated and serve as an anchor making it almost impossible to swim. Therefore, they need to be removed.

You will then tread water in the vertical position for 15 minutes with your head out of the water. Game Wardens spend a good portion of time in boats; it is possible you may capsize some distance from shore. The ability to tread water may allow you to survive long enough to be rescued.

You will then swim 100 yards using any stroke without stopping. The monitor will require you to tag each end of the pool as you reach it. **At no time after entering the water may you hang on to the side or touch the bottom of the pool.**

All three parts of the swimming requirement must be completed within 25 minutes.

Approximately one month prior to the start date of the school, the Maine Criminal Justice Academy will again require that every candidate who is attending the Basic Law Enforcement Training Program must successfully pass the Physical Fitness Test.

New Warden Cadets are required to attend and successfully complete the Basic Law Enforcement Training Program at the Maine Criminal Justice Academy. Upon graduation, new Wardens will be placed on an additional one (1) year of probation and will be required to attend and successfully complete the Maine Warden Service Training Academy.

NOTE TO CURRENTLY CERTIFIED LAW ENFORCEMENT OFFICERS:

Current, full time, Maine State Law Enforcement officers, who are Basic Law Enforcement Training Program (BLETP) certified may be exempt from certain components of the application process.

Candidates selected for initial appointment may be exempted from attending the MCJA's basic course at the discretion of the Colonel of the Maine Warden Service if they:

1. are certified, full-time law enforcement officers in Maine (or are able to obtain a waiver of basic law enforcement training from the Maine Criminal Justice Academy (MCJA) Board of Trustees), **and**
2. have attained the 50th percentile on each component of the MCJA Pre-Employment Physical Fitness Test.

All other selected applicants will be required to attend and successfully complete this course of instruction

NOTE: Each component of the Game Warden examination process must be completed successfully. Failure to successfully complete a component (or portion of a component) will result in disqualification from further consideration.

The Bureau of Human Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified.

APPLICATION INFORMATION:

You must complete a State of Maine Direct Hire Application form available at the Bureau of Human Resources in Augusta, all Maine CareerCenter Offices, and on our Web Page (<http://www.maine.gov/nrsc/jobs/application.shtml>). Be as complete as possible in describing education, training, and work experience (paid and unpaid) on your application. Additional sheets may be used; however, information must be in the same format as shown on the application form.

The completed application, including the required Supplemental Qualifications Form, Alert Test Score, PFT Score and proof of licensing/registration/certification (if applicable), copies of post-secondary transcripts, etc. must be sent to:

**NATURAL RESOURCES SERVICE CENTER
GAME WARDEN APPLICATION
#155 STATE HOUSE STATION
AUGUSTA, MAINE 04333**

TELEPHONE: (207) 287-2214 TTY: 1-888-577-6690

(Located at 6 Beech Street, Hallowell, ME)

Applications must be in this office by 5:00 pm August 9, 2013

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING.

PLEASE KEEP A COPY OF YOUR APPLICATION MATERIALS. WE ARE UNABLE TO PROVIDE COPIES OF SUBMITTED MATERIALS.

SUPPLEMENTAL QUALIFICATIONS FORM FOR GAME WARDEN HIRING PROCESS

These must ALL be answered and submitted with your Direct Hire Application material.

Next to each listed Ability/Experience please check only one box that describes your skill level.

- **NO EXPERIENCE** = no experience
- **EDUCATION** = completed coursework or classes in this area
- **NOVICE** = some training and experience but would need basic level training to become proficient
- **COMPETENT/EXPERIENCED** = Skilled in this area and fully capable applying this skill in the work place
- **EXPERT** = In-depth knowledge that is used weekly as appropriate. Capable of acting as technical resource to other staff.

SKILL LEVELS (check only one box for each Ability/Experience)

ABILITY / EXPERIENCE	NO EXPERIENCE	EDUCATION	NOVICE	COMPETENT/ EXPERIENCED	EXPERT
Experience in law enforcement					
Experience hunting					
Experience trapping					
Experience with fresh water fishing					
Ability to communicate effectively orally and in writing					
Experience using various types of firearms					
Experience operating motorized watercraft					
Experience in paddle boat sports					
Experience operating snowmobiles					
Experience in operating ATV's					
Experience in over land navigation					
Computer Experience					

Applicants name _____ Signature _____ Date _____