



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: Wildlife Investigations Specialist	Grade: 16
Division: LAW ENFORCEMENT	Job Code: TBD
Reports To: Operations Manager	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Operations Manager and the general supervision of the Assistant Chief and Chief of Law Enforcement is responsible for enforcing the wildlife laws of the State of Oklahoma and the United States of America. May be in life threatening situations in the performance of their duties as a fully certified Oklahoma law enforcement officer. May be assigned to work nights, weekends, and holidays.

Position may require extensive travel and time away from home. Will be the point of contact for investigations with the U.S. Fish and Wildlife Service. This assignment will involve splitting time in the field, ODWC Headquarters, and Tulsa U.S. Fish and Wildlife Service Office.

Investigate crimes that range from international wildlife smuggling to unlawful migratory game bird hunting. Collect evidence, interview witnesses and subjects, conduct surveillance, plan and execute search warrants, and make arrests. Assignments focus on high-impact law enforcement activities such as organizing and leading teams comprised of a variety of experts. These complex investigations may include the expanding use of the internet to conduct criminal activity, the role of organized criminal enterprises, and the presence of international components and multiple subjects. Many cases involve criminal networks that extend across multiple States or regions. Must often build a case with little, if any, lead information, and cases often require the use of undercover techniques to develop leads and secure evidence.

Conducting these investigations may involve large scale undercover operations to infiltrate wildlife trafficking rings, illegal guiding operations, and other criminal groups to document violations. Development and use of confidential informants; the use of intelligence information from multiple sources including other enforcement agencies, and enforcement databases; short or long-term video, audio, and physical surveillance; and the examination of records and documents, including information from seized computers.

Coordinate with State, Federal, and International counterparts and work closely with the U.S. Attorney's Offices and County District Attorney's Offices to prepare for grand jury proceedings, secure indictments and present cases in both Federal and State Courts.

JOB DUTIES

Investigate illegal commercialization and trafficking of fish, wildlife, and plants. Including working and managing both covert and overt operations.

Maintain a daily diary of work activities by writing reports in a concise legible manner. Makes arrests, serve warrants, and physically take subjects into custody who resist arrest without violating their constitutional rights. Prepare evidence for court by identifying fish and wildlife species and submitting other evidence. Must testify and appear in court.

Must demonstrate ability to use assigned weapons and be able to qualify twice per year with assigned weapons (pistol, shotgun and rifle).

Arrange for disposition of confiscated or accidentally killed fish and game by loading and unloading, processing or cleaning carcasses.

Render first aid service to any citizen in need. Assist stranded motorists along roadways requiring physical abilities. Assist the general public in lifesaving and water safety by being a competent swimmer.

Assist other law enforcement agencies when called upon. Assist other agencies in water pollution control.

Prepare reports as needed such as monthly activity or special projects.

Maintain vehicle and equipment in proper working order including operation of vehicle, boats and hunting and fishing equipment.

Requires extensive periods under adverse conditions of weather or uncomfortable conditions.

Will be required to perform other duties as requested by their chain of command.

Must have the ability to:

- Make split second decisions, including life and death of both the officer and the public.
- Be able to utilize the use of force that is objectively reasonable, necessary and proportionate to effectively bring a person or an incident under control, while protecting themselves or others from imminent harm.
- Must have the ability to walk along creeks, lake banks, through brush or over rip rap.
- Must be able to achieve CLEET certification within the first year of employment and maintain continuing education requirements of CLEET.
- Drive over rough back roads for extensive periods.
- Operate and use Department issued firearms (shotgun, rifle and handgun).
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Lift, push and pull at least 50 pounds in all directions including overhead.
- Walk and jog over rough terrain for extended periods of time.
- Drive 2/4 wheel vehicles, including ATVs.
- Operate a boat, carry an outboard motor, Jog/walk over rough terrain.
- Must be able to swim.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends, some holidays and stay overnight out of town.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Operate and use small and hand held equipment and supplies.
- Use personal computer and various office equipment.
- Conduct day / night audio and visual surveys.

Requirements:

Education:

Bachelor's Degree in Wildlife or Fisheries Management, or equivalent field of study from an accredited college or university. For degrees other than wildlife or fisheries a minimum of twelve (12) credit hours in a wildlife related field is required. Will also be required to be CLEET certified within the first year of employment and maintain the continuing education requirements of CLEET.

Experience: Requires nine years of previous related experience, six years must be as a Game Warden.

Physical Ability Standards: Must be able to meet physical ability standards, including taking subjects into custody, sometimes against their will.