

**NON-CAREER WILDLIFE POSITIONS AVAILABLE**  
**Non-Career Wildlife Assistant (NCWA)**  
**Michigan Department of Natural Resources**  
**WILDLIFE DIVISION – Southeast Region**  
**Fall 2021**

Posting Date: **August , 2021**

Deadline for Response: **August 27, 2021**

County and Location	Employment Dates & Hours	Number of Positions	Description
<p>Bay County</p> <p>Bay City Customer Service Center 3580 State Park Dr. Bay City MI 48706</p>	<p>September 19 – November 13, 2021 Saturday – Monday 3 days/up to 24 hours per week</p> <p>November 14 – 30, 2021 Varied shift, 5 days/up to 40 hours per week</p> <p>December 4, 2021 – January 3, 2022 Saturday – Monday 3 days/up to 24 hours per week</p> <p>Total Hours: 379</p> <p>Pay rate: \$17.93</p>	<p>1 NCWA – Deer Check Station</p>	<p>Assist with the collection of deer heads for Chronic Wasting Disease and Bovine Tuberculosis surveillance, and bio data for the 2021 deer season. The employee will have to work with maps, inspect deer teeth to determine age, enter data in handheld device, and remove head and/or skull cap with antlers using a saw and then tag the jaw of each head collected. Employees will be trained on how to operate handheld device and on aging deer. Employees will be expected to interact with hunters and be able to answer questions if needed. Maintain and keep clean and organized the deer check shed as well as stocked with PPEs. This employee will make sure handheld devices are charged up, and all tools are working properly. Workers may have to download updates and upload data from the handheld devices to the Wildmobile database. Workers may also collect deer heads from other regional offices and deliver to the MSU Diagnostic lab for testing.</p>
<p>Bay County</p> <p>Nayanquing Point Wildlife Area 1570 Tower Beach Rd. Pinconning, MI 48650</p>	<p>September 19 – December 3, 2021 Monday-Sunday</p> <p>Up to 20 hours per week Total hours: 180</p> <p>Pay rate: \$17.93</p>	<p>1 NCWA – Waterfowl check station</p>	<p>Positions require the ability to work a varied 40 hour per week schedule that may include weekends, and work shifts from 4am – 12 noon or 8am – 5pm. At times, these positions may be unsupervised or have limited supervision. Job duties may include pre-registering hunters, conducting drawings for hunting areas, issuing permits, handling money, selling daily use permits,</p>

			record keeping, and assisting hunters. Other duties may include identifying, aging, and sexing of harvested deer and waterfowl, assessing the condition of wildlife, and collecting other biological or hunter information.
<p>Hillsdale County</p> <p>Jerome's Country Market 8985 E. Chicago Rd. Jerome, MI 49249</p>	<p>September 19, 2021 – January 3, 2022 Monday – Sunday</p> <p>Up to 40 hours per week Total hours: 400 hours each position</p> <p>Pay rate: \$17.93</p>	2 NCWA	<p>Assist with the collection of deer heads for Chronic Wasting Disease surveillance and bio data for the 2021 deer season. The employee will have to work with maps, inspect deer teeth to determine age, enter data in handheld device, and remove head and/or skull cap with antlers using a saw and then tag the jaw of each head collected. Employees will be trained on how to operate handheld device and on aging deer. Employees will be expected to interact with hunters and be able to answer questions if needed. Maintain and keep clean and organized the deer check trailers as well as stocked with PPEs. This employee will make sure handheld devices are charged up, and all tools are working properly. Workers may have to download updates and upload data from the handheld devices to the Wildmobile database. Workers may also deliver deer heads to the MSU Diagnostic lab for testing or be required to pick up deer heads at various deer check locations.</p>
<p>Jackson County</p> <p>Waterloo Wildlife Field Office 13578 Seymour Rd. Grass Lake, MI 49240</p>	<p>September 19, 2021 – January 3, 2022 Monday – Sunday</p> <p>Up to 40 hours per week</p> <p>Total hours: 400 hours each position</p> <p>Pay rate: \$17.93</p>	3 NCWA – Deer Check Station/24hr Drop Box	<p>Assist with the collection of deer heads for Chronic Wasting Disease surveillance and bio data for the 2021 deer season. The employee will have to work with maps, inspect deer teeth to determine age, enter data in handheld device, and remove head and/or skull cap with antlers using a saw and then tag the jaw of each head collected. Employees will be trained on how to operate</p>

			<p>handheld device and on aging deer. Employees will be expected to interact with hunters and be able to answer questions if needed. Maintain and keep clean and organized the deer check trailers as well as stocked with PPEs. This employee will make sure handheld devices are charged up, and all tools are working properly. Workers may have to download updates and upload data from the handheld devices to the Wildmobile database. Workers may also deliver deer heads to the MSU Diagnostic lab for testing or be required to pick up deer heads at various deer check locations.</p>
<p>Jackson County</p> <p>Waterloo Wildlife Field Office Sharonville State Game Area 13578 Seymour Rd. Grass Lake, MI 49240</p>	<p>October – December 03, 2021, Monday – Sunday Up to 40 hours per week</p> <p>Total hours: 360 hrs. each position</p> <p>Pay rate: \$17.93 per hour</p>	2 NCWA	<p>Positions require the ability to work a varied 40 hour per week schedule that may include weekends, and work shifts from 4am – 12 noon, 8am – 4pm or 11am – 7pm. At times, these positions may be unsupervised or have limited supervision. Job duties may include pre-registering hunters, conducting drawings for hunting area, issuing permits, handling money, record keeping, cleaning office/restrooms, building/equipment maintenance and assisting hunters. Other duties may include identifying, aging, and sexing of harvested deer, assessing the condition of wildlife, and collecting other biological or hunter information.</p>
<p>Saginaw County</p> <p>St. Charles Wildlife Field Office/Shiawassee River State Game Area 225 E. Spruce St. St. Charles, MI 48655</p>	<p>September 19 – December 3, 2021 Monday-Sunday</p> <p>Up to 40 hours per week Total hours: 360 hours each position</p> <p>Pay rate: \$17.93</p>	2 NCWA – Waterfowl check station	<p>Positions require the ability to work a varied 40 hour per week schedule that may include weekends, and work shifts from 4am – 12 noon or 8am – 4pm. At times, these positions may be unsupervised or have limited supervision. Job duties will include pre-registering waterfowl hunters, conducting drawings for waterfowl hunting areas, issuing trapping permits, record keeping including data collection, organization, and</p>

			entry, and assisting hunters with questions. Employees will be expected to interact with hunters and be able to answer questions if needed. Other duties will include assisting with waterfowl refuge counts, completing habitat or wetland management work, identifying, aging, and sexing of harvested deer and waterfowl, assessing the condition of wildlife, and collecting other biological or hunter information to enter into electronic databases. Positions may be required to assist at other offices as needed.
<p>St. Clair County</p> <p>St. Clair Flats Wildlife Area/Mt. Clemens 1803 Krispin Rd. Harsens Island, MI 48045</p>	<p>September 19 – December 23, 2021 Monday-Sunday Varied hours</p> <p>Total hours: 250 hours each position</p> <p>Pay rate: \$17.93</p>	2 NCWA	Positions require the ability to work a varied 40 hour per week schedule that may include weekends, and work shifts from 8am – 5pm or 12pm to 8 pm. At times, these positions may be unsupervised or have limited supervision. Job duties may include pre-registering hunters, conducting drawings for hunting areas, issuing permits, handling money, selling daily use permits, record keeping, and assisting hunters. Other duties may include identifying, aging, and sexing of harvested deer and waterfowl, assessing the condition of wildlife, and collecting other biological or hunter information and driving to pick up locations for collected deer samples.
<p>Tuscola County</p> <p>Fish Point Wildlife Area 7750 Ringle Rd. Unionville, MI 48767</p>	<p>September 27 – December 23, 2021 Sunday – Saturday 5 days/up to 40 hours per week</p> <p>Total Hours: 350 hours each position</p> <p>Pay rate: \$17.93</p>	2 NCWA – Waterfowl Check Station	Positions require the ability to work a varied 40 hour per week schedule that may include weekends, and work shifts from 4am – 12 noon or 8am – 4pm. At times, these positions may be unsupervised or have limited supervision. Job duties may include pre-registering hunters, conducting drawings for hunting areas, issuing permits, handling money, record keeping, cleaning office/restrooms,

			building/equipment maintenance and assisting hunters. Other duties may include identifying, aging, and sexing of harvested deer and waterfowl, assessing the condition of wildlife, and collecting other biological or hunter information.
Wayne County Pointe Mouillee State Game Area 37205 Mouillee Rd Rockwood, MI 48179	September 19 – December 10, 2021 40 hours/week Typically, Sunday-Thursday schedule Exceptions: October 9 (opening day waterfowl) November 18 – 21 (deer check) December 2 – 5 (deer check)  Total Hours: 400 hours each position  Pay rate: \$17.93	2 NCWA Deer Check and Duck Draw/Check	Assist with the collection of deer heads for Chronic Wasting Disease & Bovine Tuberculosis surveillance and biological data for 2021 deer season. The employee will have to work with maps, inspect deer teeth to determine age, enter data in handheld device, and remove and/or skull cap with antlers using a saw then tag the jaw of each head collected. May also collect deer heads from other regional offices and deliver heads to MSU Diagnostic Lab for testing. Also, will assist with duck draw/check operations throughout regular waterfowl season including registering hunters, performing lottery draw, assigning zone selections, reading rules, performing bag checks after AM hunts, and keeping station organized and clean. Employee will be expected to interact with hunters and answer questions. Maintain and keep clean organized the deer check trailer/check station and keep stocked with PPE. Make sure handheld devices are charged up and all tools working properly. May have to download updates and upload data from the handheld devices to Wildmobile Database.

**Selection Criteria:**

**Required**

- Must be at least 18 years of age.
- Experience: No specific amount or type is required.
- Possess a valid driver's license.
- Will be required to work on weekends and evenings.

- Work will require individuals to use saws to remove deer heads, cut off skull cap and attach testing tag with knife.
- Ability to accurately read a map.
- Ability to interact with public in a positive manner on daily basis.

**Desired**

- Education: Possess a high school diploma or GED certificate.
- Possession of or working towards a degree in Wildlife Management, Wildlife Biologist, or a related field.
- Flexibility to work various hours and dates, up to 40 hours per week, including some weekends.
- Ability to work independently.
- Ability to communicate well with co-workers and the public, including difficult people.
- Experience or the ability to handle carcasses, age deer, and collect specimens.
- Knowledge or experience in identifying, aging, and sexing waterfowl.
- Knowledge or experience relating to wildlife or DNR programs.
- Ability to accurately read a map.
- Ability to follow direction, written and verbal.
- Ability and willingness to work outdoors in adverse weather conditions.
- Ability to accurately record and maintain data, manually and electronically.

Note: Civil Service Rule 2-7 requires that all newly hired state employees submit to and pass a pre-employment drug test prior to their actual start.

The DNR is an equal opportunity employer.