

## **DNR Employment Opportunities**

### **I. Permanent Employment Opportunities**

**1. How many different job classifications exist within the Iowa DNR?**

75

**2. Match each employment description with each of the following Iowa DNR careers.**

- |  |   |
|--|---|
| <p>1. <u>AL</u> Accountant</p> <p>2. <u>T</u> Accounting Clerk</p> <p>3. <u>RL</u> Accounting Technician</p> <p>4. <u>J</u> Administrative Assistant</p> <p>5. <u>GL</u> Administrative Secretary</p> <p>6. <u>M</u> Architectural Technician</p> <p>7. <u>C</u> Assistant Survey Party Chief</p> <p>8. <u>LI</u> Attorney</p> <p>9. <u>VI</u> Biometrician</p> <p>10. <u>X</u> Budget Analyst</p> <p>11. <u>OL</u> Carpenter</p> <p>12. <u>Q</u> Clerk</p> <p>13. <u>DI</u> Conservation Officer</p> <p>14. <u>F</u> Construction Technician</p> <p>15. <u>II</u> Custodial Worker</p> <p>16. <u>O</u> Environmental Engineer</p> <p>17. <u>QL</u> Environmental Specialist</p> <p>18. <u>V</u> Executive Officer</p> <p>19. <u>FI</u> Executive Secretary</p> <p>20. <u>A</u> Facilities Engineer</p> <p>21. <u>CI</u> Facilities Engineer Associate</p> <p>22. <u>H</u> Facilities Maintenance Coordinator</p> <p>23. <u>S</u> Forester</p> <p>24. <u>NI</u> Geologist</p> <p>25. <u>D</u> Geological Technician</p> <p>26. <u>Y</u> Human Resources Associate</p> <p>27. <u>K</u> Information Technology Specialist</p> <p>28. <u>KL</u> Mail Clerk</p> <p>29. <u>E</u> Maintenance Repairer</p> | <p>A. Oversees the construction &amp; operation of buildings</p> <p>B. Performs technical tasks in fisheries or wildlife units</p> <p>C. Performs technical engineering survey work</p> <p>D. Analyzes core materials from well drilling</p> <p>E. Performs maintenance repair in two or more trades</p> <p>F. Performs construction trades related work</p> <p>G. Purchases items less than \$5,000</p> <p>H. Performs buildings &amp; grounds maintenance</p> <p>I. Negotiates agreements related to highway projects</p> <p>J. Performs administrative work of limited scope</p> <p>K. Solves problems for personal computer networks</p> <p>L. Performs varied and skilled typing tasks</p> <p>M. Performs architectural and interior design planning</p> <p>N. Plans &amp; conducts orientation for new employees</p> <p>O. Performs environmental engineering program work</p> <p>P. Performs limited technical program planning</p> <p>Q. Performs varied clerical office support tasks</p> <p>R. Performs administrative support duties</p> <p>S. Performs forest management work in assigned areas</p> <p>T. Performs nonprofessional accounting tasks</p> <p>U. Analyzes food, water, blood, &amp; dairy products</p> <p>V. Performs management work directing a program</p> <p>W. Performs fisheries or wildlife biological work</p> <p>X. Performs government budget analysis work</p> <p>Y. Coordinates delivery of human resources services</p> <p>Z. Provides a variety of services in a state park</p> <p>A1. Manages &amp; maintains diversified accounts</p> <p>B1. Greets, screens, and routes calls and visitors</p> <p>C1. Reviews architectural &amp; engineering designs</p> |
|--|---|

Name \_\_\_\_\_

- |  |   |
|--|---|
| 30. <u>U.</u> Microbiologist               | D1. Enforces state and federal fish & game laws         |
| 31. <u>JL</u> Museum Technician            | E1. Manages overall state park or recreational area     |
| 32. <u>W.</u> Natural Resources Biologist  | F1. Performs complex administrative support duties      |
| 33. <u>B.</u> Natural Resources Technician | G1. Performs administrative support duties              |
| 34. <u>EL</u> Park Manager                 | H1. Performs keyboard work using word processing        |
| 35. <u>Z.</u> Park Ranger                  | I1. Performs tasks to clean & sanitize public buildings |
| 36. <u>P.</u> Program Planner              | J1. Preserves artifacts, manuscripts, & furnishings     |
| 37. <u>PL</u> Public Service Executive     | K1. Collects, processes, & disburses mail               |
| 38. <u>G.</u> Purchasing Agent             | L1. Performs trainee level professional legal work      |
| 39. <u>BL</u> Receptionist                 | M1. Performs work handling statistical data             |
| 40. <u>I.</u> Right Of Way Agent           | N1. Surveys geologic characteristics of earth materials |
| 41. <u>R.</u> Secretary                    | O1. Performs skilled carpentry work                     |
| 42. <u>ML</u> Statistical Research Analyst | P1. Supervises the management of a division or agency   |
| 43. <u>N.</u> Training Specialist          | Q1. Performs work in environmental control programs     |
| 44. <u>L.</u> Typist (Advanced)            | R1. Maintains technical accounts & financial records    |
| 45. <u>HL</u> Word Processor               | V1. Advise health & life science matters using math     |

## II. Part-Time Park Positions

1. When are part-time recreational aide openings available in state parks?

Summer

2. What is the job description of a state park part-time recreational aide?

-Assisting park staff in patrolling the park, helping visitors, monitoring reservations, registering campers, + seasonal maintenance (mowing, trimming, trail work, facility repair, facility cleaning)

## III. Volunteer Opportunities

1. List five volunteer opportunities that exist with the Iowa DNR.

1. Toad + Frog Survey (since 1991)
2. Hunter Education + Safety Classes
3. Special Events (Watershed Awareness River Expedition)  
↳ clean-up
4. Locally (Volunteer Water Quality Monitoring Program)
5. Campground Host