

Pennsylvania Fish and Boat Commission
Division of Environmental Services, Natural Diversity Section
VACANCY ANNOUNCEMENT

WILDLIFE AND FISHERIES BIOLOGIST AIDE

Announcing a seasonal biological aide position in the field of nongame and endangered species at the Pennsylvania Fish and Boat Commission's Centre Region Office in Bellefonte.

STATUS:	wage, seasonal, non-Civil Service
TERM:	approx. 8.5 months (February-October) 2025
START DATE:	preferably first week of February 2025
END DATE:	last week of October 2025, with potential of re-hire in Spring 2026, subsequent years
WORK WEEK:	M-F 8AM-4PM (subject-to-change to accommodate necessary tasks), limited overtime may be required
WAGE:	\$17.00 per hour, paid biweekly
LOCATION:	PFBC Centre Region Office, 595 East Rolling Ridge Drive, Bellefonte, PA 16823
CLOSING:	open until filled

Duties:

Assists Section Chief and staff biologists with day-to-day operations of the Natural Diversity Section of the Division of Environmental Services. This is the Nongame & Endangered Species Program of the PA Fish & Boat Commission. Duties may include some or all of the following:

- assisting with processing of Special (nongame) Permits, (Scientific Collectors Permit program) applications and reports
- assisting with rare species environmental reviews of development projects
- answering inquiries regarding reptiles, amphibians or other nongame species
- organizing incoming permit and project review requests
- assisting biologists in field surveys for rare, threatened, and endangered species
- data entry and managing computer databases for the above-mentioned projects and others
- cleaning, maintaining, organizing, preparing field equipment and vehicles
- cleaning, feeding, maintaining living collection of herpetofauna used for educational programs
- assisting with preparation of and conducting nongame educational/interpretive programs
- miscellaneous clerical tasks including data entry and filing

Qualifications, Skills, and Abilities Required:

Educational background in the biological sciences, with at least basic knowledge of reptile, amphibian, and fish ecology (B.S. in Biological, Environmental or Wildlife Sciences preferred). Preferred familiarity with reptiles, amphibians, fish, and mussels of native Pennsylvania species. Skills in Microsoft Office applications, especially MS Word, Access and Excel. Organizational skills and ability to manage a diverse workload. Ability to communicate well verbally and in writing. Willingness and ability to work at a computer and in an office environment for several continuous hours. Ability to work under potentially adverse conditions in the field, such as inclement weather, steep and/or rocky terrain, rivers, streams or wetlands, biting insects, and venomous snakes. Must possess valid Pennsylvania state drivers license.

To apply:

Send a current resume and cover letter, including at least 3 references, to:

Chris Urban, Chief
Natural Diversity Section
Pennsylvania Fish and Boat Commission
Centre Region Office
595 East Rolling Ridge Drive
Bellefonte, PA 16823
Or email : curban@pa.gov

For more information, call or email Chris Urban at 814-359-5113 or curban@pa.gov