

# OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

\*\*\*\*\*

The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division:

## FOREST FIRE CONTROL OFFICER, L20A

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000050

ANNOUNCEMENT NUMBER: 14-24

**Level:** I  
**Salary Band:** I  
**Monthly Salary Range:** \$1,812.99 - \$3,323.82  
**Work Location:** East Central Area Headquarters, Wilburton, OK  
**Supervisor of Position:** Craig Marquardt, Forester V  
**Posting Date and Time:** Monday, August 25, 2014 at 8:00 a.m.  
**Application Deadline:** Monday, September 8, 2014 at 5:00 p.m.

"Position Profile" attached

\*\*\*\*\*

**Applicant Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Human Capital Management Division.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address and a daytime telephone number where you may be reached)
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- A copy of their most recent Performance Management Process (PMP), including leave balances
- Copy of college transcript
- A résumé (including three references)

**Application materials should be submitted by mail to:** Human Resources Application Services, Oklahoma Department of Agriculture, Food, and Forestry. P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK. Application materials must be received by Human Resources personnel no later than 5:00 p.m. on September 8, 2014. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** Craig Marquardt at (918) 465-2082.

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

\*\*\*\*\* **An Equal Opportunity Employer and Provider** \*\*\*\*\*

# **POSITION PROFILE**

**Forestry Fire Control Officer (L20A)**

**Work Location: Wilburton, OK**

## **Special Requirements:**

Applicants must be willing and able to fulfill all job-related travel. Applicants must be able to work long hours, up to a sixteen hour shift. Applicants must be willing and able to fulfill all job-related travel normally associated with this position. Applicants must possess a valid Oklahoma Driver's License. Some positions may require completion of specific training courses and/or certification related to the job family.

This is the entry level of the job family where incumbents, under general supervision, receive reports of smoke, fire and other incidents. Dispatches fire suppression personnel, and other field personnel for fires and non-emergencies through the use of a computer-aided dispatch system, two-way radio, and telephone. Record and maintain a computer record of all dispatches and burning notices received. Enter individual fire reports into a computer database and provides reports and summaries as requested. Stays up to date on the weather and relays potential adverse weather changes to crews engaged in fire suppression operations. Maintains an accurate inventory database of all accountable property and conducts inventory of accountable property and miscellaneous supplies, materials, vehicles, and firefighting equipment.

**Knowledge, Skills and Abilities** required at this level include knowledge of Federal Communications Commission (FCC) rules and regulations concerning two-way radio operations; of office practices and procedures; and of correct spelling, punctuation, and grammar. Ability is required to operate a two-way radio and telephone communication equipment; to speak clearly and concisely; to express ideas clearly and concisely both verbally and in writing; to perform job functions under emergency and stressful conditions; to maintain effective working relationships with others; to follow complex written instructions; and to enter data into a computer spreadsheet and database accurately.

**Education and Experience** requirements at this level consist of a high school diploma or General Education Development equivalency certificate and shall possess six (6) months of previous experience as a dispatcher or fifteen (15) completed semester hours from an accredited college or university.