

SERVICE FORESTER
Lead, SD

Please complete and submit the **Additional Requirement(s)** indicated in this announcement. The questionnaire can be accessed by cutting and pasting or by downloading one in [Microsoft Word](#) or [Adobe Acrobat](#). You must complete the additional requirements and send, fax, or email, along with your application to:

PMB 0141-1
Bureau of Personnel
500 East Capitol
Pierre, SD 57501
Fax: (605) 773-4344
Email: bopinfo@state.sd.us

Requisition #: 90628

Agency: Department of Agriculture, Resource Conservation and Forestry

Salary: \$13.91 per hour N14

Closing Date: Open Until Filled

Additional Requirements: PLEASE SUBMIT THE SUPPLEMENTAL QUESTIONNAIRE ASSOCIATED WITH THIS ANNOUNCEMENT.

Position Purpose: Implements, coordinates, and administers forestry activities and programs with individual landowners, city or county governments or agencies, and conservation districts; provides technical assistance; writes forestry resource management plans; and provides educational information to ensure effective conservation practices related to trees and forests and the protection of the state's resources. Other duties include, tree insect and disease identification and management.

Knowledge, Skills, and Abilities:

Knowledge of:

- dendrology, arboriculture;
- biology;
- biometrics, and botany;
- forest ecology, entomology, mensuration, operations, and pathology;
- geographic information systems (GIS);
- horticulture, hydrology, plant physiology, and silviculture;
- range and timber management;
- state and federal laws regulating the use of pesticides;
- forest fire management, forest insects and diseases, tree biology, forest economics, forest planning, project design and management, urban forestry, agroforestry, and forest certification programs.

Ability to:

- use forestry tools for measuring purposes;
- conduct literature and technical reference searches;
- conduct soil survey research;
- use and interpret topographic maps;
- use Microsoft Office products to include Word, Outlook, Access, and Power Point;
- digital graphic software, mapping programs, and GPS information uploading and down loading;
- write professional and technical reports that can be understood by both professional and lay persons;
- deal tactfully with others;
- communicate effectively both orally and in writing;
- maintain a South Dakota pesticide license;
- work independently with minimal supervision, or with a group in a team setting;
- use the following specialty forestry tools;
- clinometer, increment borer, biltmore stick, measuring wheel, compass, and Global Positioning System (GPS).

Comments: Travel one or two days per week with some overnight stays, and occasional extended travel for one week or more.

For internal use only: 03-0616, 10-6-09

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SUPPLEMENTAL QUESTIONNAIRE SERVICE FORESTER

The supplemental questionnaire provides information and work experience specific to this job. Therefore, do not substitute a resume for completion of any part of this form. You may provide your responses to each question on separate pieces of paper.

Provide details for any work experience (paid or unpaid) and training that you have related to each question. Limit your answer to each question to no more than one (1) page. If there are several parts to a question, answer each part separately. Number your answers to agree with the questions. Attach the answer sheets to your application.

All applicants are required to comply with the instructions on this form to be considered for the position. Your application will not be accepted if it is incomplete. Each page of your answers should contain your name, social security number, and the question number.

1. Describe your experience and level of responsibility in preparing individual forest stewardship plans, long range forest management plans, assisting landowners with cost-share programs, and implementation of Best Management Practices.
2. Describe any experience and training you have in assisting communities and individuals with their urban tree resources.
3. Describe any experience and training you have in designing and implementing agroforestry practices emphasizing field windbreaks, living snow fences, living barns, farmstead windbreaks, and windbreak renovation.
4. In addition to providing technical forestry assistance to individuals, this position requires technical writing and written communication skills. Please summarize your experience in writing technical reports for non-technical audiences, preparing memos, and correspondence.
5. Describe your experience in developing project or program proposals, gathering information, analysis of alternatives, and recommending a course of action.
6. Employees in these positions work with landowners, schools, civic groups, rural fire departments, and the general public. You represent the agency at these meetings. Please describe your training and experience that has given you skill in oral communications.
7. Describe your experience establishing working relationships and/or coordinating with various agencies, groups, or individuals.
8. Please describe your training and experience in forest fire suppression including your knowledge of wildland fire suppression activities. Be sure to indicate your level of responsibility (i.e. crew boss, firefighter, etc.) and the size of fire(s) involved. List all positions you are currently qualified to fill on a fire assignment.

Please sign and date each page of your answers to this questionnaire.