

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

FISHERIES ASSISTANT

JOB DESCRIPTION

Employees in this job perform a variety of support activities at state hatcheries, research facilities, fisheries management units, ports, or assigned geographical areas.

Position Code Title - Fisheries Assistant-E

Fisheries Assistant 6

This is the entry level. The employee performs a range of Fisheries Assistant assignments while learning the methods of the work.

Fisheries Assistant E7

This is the experienced level. The employee performs a full range of Fisheries Assistant assignments and uses independent judgement to make decisions in specific work situations.

Position Code Title - Fisheries Assistant-A

Fisheries Assistant 8

This is the advanced level. The employee functions as a lead worker overseeing the work of other Fisheries Assistants and performing experienced-level Fisheries Assistant assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Conducts creel census by interviewing anglers; identifies anglers' catch; discusses and records anglers' fishing activities and methods; collects biological and demographic data.

Counts anglers and vessels in sample area and records data.

Participates in the hatchery rearing of fish under technical direction; cleans tanks, applies chemical treatments, monitors and controls rearing environments, and feeding activities.

Extracts and collects spawn from fish, including removal of damaged eggs during incubation.

Applies predetermined treatments to diseased fish.

Logs air and water temperature readings.

Assists technical staff in loading and transporting fish to planting sites.

Performs general maintenance assignments such as mowing lawns, shoveling snow, disinfecting equipment, and cleaning fish tank screens.

Unloads feed and other supplies.

Handles and rigs fishing gear on vessels and operates deck equipment.

Cleans, paints, and maintains vessel hull and superstructure.

Cleans and maintains galley, heads, pilothouse, and living quarters at Great Lakes stations.

Performs related work and other tasks as assigned.

Additional Job Duties

Fisheries Assistant 8 (Lead Worker)

Assigns work to lower-level Fisheries Assistants.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the identifiable characteristics of fish commonly found in Michigan waters.

Knowledge of conservation rules and regulations applicable to fishing.

Knowledge of methods of care and protection of fish.

Knowledge of common fish diseases and predators.

Ability to record and maintain data.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Fisheries Assistant 8 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to inclement weather conditions and environmental conditions.

Physical Requirements

The job duties require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Fisheries Assistant 6

No specific type or amount is required.

Fisheries Assistant E7

One year of experience equivalent to a Fisheries Assistant 6.

Fisheries Assistant 8

Two years of experience equivalent to a Fisheries Assistant, including one year equivalent to a Fisheries Assistant E7.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FISHRYAST

Job Code Description

FISHERIES ASSISTANT

Position Title

Fisheries Assistant-E

Fisheries Assistant-A

Position Code

FISHASTE

FISHASTA

Pay Schedule

L32-003

L32-019

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08/03/2025