

Examples to help in crafting bullet statements

- The bolded type bullets are original entries made by a NPS Ranger. The type below each bullet is mentioned to help expand and clarify that statement.
- You will receive no credit unless your experiences are listed.
- When you describe your work experiences, keep in mind that the person rating your application may not be familiar with certain acronyms or short descriptors. Explain these descriptions. Examples include "patrol by vehicle and on foot", "technique continuum", "set up Z-Line drag systems", "CPR", "EMT/IV", "SAR" that we take for granted in our daily conversations. The staff person rating your application will not call you for clarification.
- Include volunteer experiences as well. A few examples include: Camp counselor, Volunteer fireman, Campground host, Peace Corps, Little League Coach, Girl or Boy Scout Leader....

Example 1: Metro Parks, Park Ranger

- Patrolled park on foot, bike, and/or motor vehicle

- Were you the only ranger on duty per shift? Or, did you perform duties with another ranger.....ie., did you have back-up?
- List how many times per week you performed these duties for each type of patrol
- How large was the park in acreage or miles?
- How many visitors did you receive at the park?
- How many entrances/exits were you responsible for maintaining and how many buildings existed on the property?
- Were you responsible for locking and checking gates, entrance booth, restrooms, etc?
- Was the patrol in the backcountry or frontcountry? How many people did you contact...ie., Trail patrols on foot; Trail patrols as part of a bike patrol?
- What were you looking for on these three different patrols? ie., Resource violations, hiking or backcountry permits that were current, DUI, excessive speeding or unsafe driving with the motor vehicle patrols?
- Break out each type of patrol and expand on their descriptions
- Did you use topographic maps or GPS instruments for orienteering?

- Provided visitor service and ensure visitor safety

- How did you do this? Did you explain park rules and regs? Issue citations and discuss why issued?
- Did you distribute park brochures? Answer general information questions?
- Did you issue citations? Make any arrests? How many and what were they? Did you go to court for any of these as a witness?

- Conducted security checks on any buildings within the park

- When did security checks occur? At night? Throughout the day with buildings that were closed?
- Did you set the security alarms? Respond to alarm calls at home? Were you the main response person for the park?
- Did you work with city/county/state Law Enforcement units as liaison?

- Responsible for opening and closing procedures with little or no supervision

- Did you supervise anyone? Volunteers, interns, other staff?
- Did you complete reports? If so, list the different forms/types completed and how often you completed them
- What did you open/close? Visitor centers, education centers, campgrounds, park gates or entrance stations, restrooms?

- Performed general maintenance

- Specifically list out the items you worked on....plumbing in rest-rooms, broken windows, cleaned rest-rooms, emptied trash?

- Occasional patrol of other park properties within the district

- What did this entail?
- Did you work with other agencies or other park divisions to make this possible?

Example 2: National Park Service

- Performed law Enforcement duties in the district

- Expand on this bullet! Incorporate some of the suggestions listed in example 1 as well, if they apply to this position
- You completed reports and performed patrols -what type were they?
- Did you encounter visitors, issue citations, perform physical assessments for DUI?
- How many citations, arrests, court appearances did you make?

- Foot patrol in the front country

- Did you conduct resource management projects while doing this? What type? Plant collections for research, small mammal surveys, trail damage assessments? Visitor impact surveys, etc....?
- Did you talk with visitors? How many estimated and what info did you provide?

- Protection of visitors and the resources

- Explain this! Did you note resource damages, visitation counts on trails, roads, backcountry and how did you do this? -How would you describe "protection of visitors"?

- Enforced fish and game regulations

- Did you patrol stream/rivers? List them by name, if possible
- Did you check for valid fishing and game licenses?
- How did you handle non-valid licenses? Did you issue citations, arrests? How many issued?

- Gained compliance with verbal warnings, citations, and custody arrest by following a technique continuum

- List the "technique continuum" and describe it fully

- Responded to emergency operations as part of a response team

- How many responses did you assist with?
- How many team members were on the response team?
- List the type of emergency ops you assisted in.....personal injuries, vehicular accidents, domestic issues...what type and how did you assist?

- Member of the ambulance crew

- Describe your position on the crew. Are you an EMT, EMT/IV, First Responder? When did you receive certifications and where did you receive it?
- Have you completed the Continuing Edc. Units? If so, list them under "Skills" section
- How often did you respond as part of the crew? For example, 5 times per week
- What type of responses were they? Vehicular, climbing injuries, list types of personal injuries you assisted on and care you provided

- Assisted with Search and Rescue incidents

- Provide examples of backcountry or front country search and rescue....Example: SAR for 7 different groups of overdue hikers during the three months worked at the park..... 3 technical climbing rescues on El Capitan
- Did you ever dispatch? If you assisted with dispatching, describe working with other agencies, other divisions, hospitals, helicopter pilots and emergency response staff...
- Did you ever assist in tracking of lost hikers?
- Did you assist with dog search teams?
- Ever worked with computer assisted searches?

- Traffic control on wildland fires

- How did you accomplish this?
- Did you stop all non-permitted and/or unauthorized vehicles....how did you do this? Road blocks, road teams directing traffic, etc.

- Fee collection/courier

- (Did you collect funds? How often....5 times per week with 4 hours per shift)
- (How much was collected in funds during any one shift, on average?)
- (Did you complete Remittance reports and deposit forms?)
- (Did you take funds to the bank? How often (3 times per week?) and were you the only commissioned ranger to do this?)

Example 3: A County Parks Department (pop. 38,936)

Job Title: SHIFT OFFICER–PARK RANGER

Responsibilities: (In addition to normal Park Ranger duties listed on next position below).

- Second in command of six Park Rangers.
- Assisted in training new employees on park department policies and procedures such as traffic stops, report writing, surveillance, and confronting offenders.
- Served as communication liaison between Chief Ranger, the public and subordinates.
- Informed subordinates of bulletins and policy changes
- Noted and explained any errors in procedure to subordinates.
- Informed Chief Ranger of events and incidents.
- Offered suggestions for improvement to Chief Ranger.
- Approved schedule changes.
- Proof-read and edited incident reports and citations issued by other Park Rangers.
- Verified timecards and timesheets.
- Designed and implemented form to track work orders placed.
- Responsible for organizing, cleaning and maintenance of squad room and squad car.
- Full-time limited-term employment position.

Example 4: A County Parks Department (pop. 38,936)

Job Title: PARK RANGER

Responsibilities: Performed primarily law enforcement duties in a noncommissioned position for largest county in state.

- Full-time limited-term employment position.
- Night patrol would split county into an East and West patrol with two Rangers per patrol.
- Day patrol would be one Ranger responsible for all parks in the county.
- Patrolled 21 city parks, 15 county parks, and one county forest on foot, bicycle, or county vehicle.
- Patrols included front and backcountry, on foot, bicycle or county vehicle.
- Parks ranged from approximately 1/10th of an acre to 1,500 acres in size.
- Responded to complaints of lost/missing persons (primarily lost children during a county fair, over a one day period, and coordinated with other Park Rangers and local law enforcement officials).
- Applied minor first aid to those in need.
- Enforced both city and county park department ordinances, and issued citations to gain compliance for violations of:
 - Underage alcohol consumption
 - Disorderly conduct with a motor vehicle/personal conduct
 - Using a motor vehicle in an unauthorized area
 - Littering and personal refuse violations
 - Illegal ground fires
 - Parking violations
 - Conducted person and vehicle consent searches for contraband.
- Ensured camper registration for three main parks with campsites ranging from 30 to 120.
- Collected fees twice weekly from “Iron Ranger” collection tube containing monies for boat launch fees, and delivered to a park manager.
- Appeared in court to defend issued citations.
- Assisted municipal and county law enforcement agencies.
- Directed traffic at major events such as county fair, Fourth of July fireworks, and art shows.
- Trained for use of O.C. spray and handcuffs.
- Completed Red Cross CPR and first aid training course as required by Park Dept. policy.
- Used computer and word processor software to complete incident/accident reports.