YUROK TRIBE – JOB DESCRIPTION
Public Safety- Conservation Warden

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Conservation Warden</th>
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</thead>
<tbody>
<tr>
<td>Job Grade:</td>
<td>PS WS 1-5</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Location:</td>
<td>Klamath River</td>
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<tr>
<td>Department:</td>
<td>Tribal Police</td>
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<tr>
<td>Division:</td>
<td>Public Safety Division</td>
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<tr>
<td>Reports To:</td>
<td>Officer In-Charge</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range: $19.48-23.68

POSITION SUMMARY:

Under direction and supervision of the department Sergeants, the Conservation Warden will assist in assuring that Yurok Tribal and other Fishers remain in compliance with the Yurok Tribe Fishing Ordinance.

DUTIES AND RESPONSIBILITIES:

1. Enforce fishing compliance as guided by the Yurok Tribe Fishing Ordinance.
2. Operate jet drive watercraft in shallow river conditions.
3. Issue citations to Ordinance violators.
4. Writes legible reports and other documents as required; prepares reports and documents using correct spelling, grammar and punctuation.
5. Prepares and documents cases, completes and maintains reports, logs, and other records as required.
7. Returns evidence or property to rightful owners as ordered.
8. Appears and testifies in Tribal, State or Federal Courts as required.
9. Maintains assigned equipment and vehicles in a clean and serviceable condition.
10. Maintains the confidentiality of investigations, cases and other confidential information, protecting the privacy and constitutional rights of all individuals.
11. Provides emergency aid and assistance to incapacitated persons and requests additional appropriate response.
12. Search and rescue duties.
13. Other duties as assigned to meet the needs of the Organization.

SUPERVISORY RESPONSIBILITIES:

There are no supervisory duties related to this position.

MINIMUM QUALIFICATIONS:

1. Must have the ability to understand and follow both written and oral guidelines and orders.
2. Ability to operate jet drive watercraft in shallow water conditions.
3. Physically able to lift or pull heavy weights; i.e. gill nets containing fish and anchor weight.
4. Must be able to swim.
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5. Capable of relaying or transmitting information accurately, orally and in writing.
6. Ability to testify in Court.
7. Must have legible handwriting.

DESIRABLE QUALIFICATIONS:

1. Ability to operate jet drive watercraft in shallow water conditions at night.
2. Skill and knowledge in the operation of two-way radio equipment, multiple telephones and basic computer skills.
3. Basic First Aid and CPR training.
4. Working knowledge of the Yurok Tribe Fishing Ordinance.

EDUCATION/EXPERIENCE:

High School diploma or GED and one to three years of similar experience is required.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid CDL and able to be insured through the Tribal agency plan.
4. Must pass a background check which includes fingerprinting.
5. Other physical fitness requirements necessary to perform the responsibilities of this position.
6. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
7. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
8. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 to 100 pounds.
9. VISION REQUIREMENTS:
   • Close vision (clear vision at 20 inches or less).
   • Color vision (ability to identify and distinguish colors).
   • Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   • Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
I, ________________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_______________________________    ___________________ ____________
Employee Signature          Date    Employee #

__________________________________________________________________________
Supervisor Signature        Date