



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Wildlife Technician III		
<b>JOB GRADE:</b>	5/6	<b>REPORTS TO:</b>	Biologist I, II, or Senior or Department Director
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Klamath
<b>DEPARTMENT:</b>	Wildlife	<b>DIVISION:</b>	Natural Resources
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$18.78-\$26.67		

### **POSITION SUMMARY:**

This position assists Wildlife personnel engaged in scientific and technical work in the field of wildlife biology. The duties of this position are comprised of fieldwork and office work, associated data collection and recording, and includes supervisory oversight of intern, Technician I or II positions under the direct supervision of Wildlife Biologists. This position may support a variety of Wildlife Department objectives including monitoring for threatened and endangered species such as northern spotted owl, marbled murrelet, and Humboldt marten; habitat restoration; invasive species monitoring and removal; and tasks associated with California condor reintroduction. Position requires work during various times of the day and night, is likely to require some rotating and multi-day overnight shifts requiring camping in remote areas and may require working on some weekends.

### **DUTIES AND RESPONSIBILITIES:**

1. Collects data for monitoring and other field projects, often in challenging conditions.
2. Participates in biological monitoring, assessment surveys, and/or restoration projects.
3. Operates and maintains 4WD trucks, passenger vehicles, light trucks, rafts, boats, and ATVs to access remote locations for field projects.
4. Operates audio and video recorders, electronic callers, wildlife trapping field sites, walk-in traps, and uses specialized avian processing equipment to mark and sample various wildlife species.
5. Assists in constructing wildlife management structures, clearing trails, removing invasive vegetation, and other related hand labor activities.
6. Records field data and observations, takes notes, and maintains complete and accurate records at all times.
7. Interviews people on the reservation to gather information and data necessary to fieldwork and monitoring.
8. Assists in interviewing Yurok tribal members to gather necessary biological and cultural data.
9. Hikes up trails or creeks and carries supplies.
10. 10. May assist with any project or operations as needed.
11. Assists in keeping a neat and orderly workplace, office space, field houses, laboratory areas, vehicles, and storage areas.
12. Responsible for oversight and quality of data collected by employees under their supervision.
13. May input, record, and analyze data on computers using Access, Excel, or other databases; inventory samples; and provide QA/QC data review as needed.
14. Responsible for maintenance and upkeep of all tribal program equipment and other gear used by their crew, related to field activities.
15. Cooperates with other agencies and tribes and interacts with the general public in a professional manner.
16. Assists with various administrative duties such as purchase requests, vehicle mileage forms, travel planning and processing, timesheet QA/QC, equipment inventories, and others as required.
17. Helps monitor project budgets and account balances using the Tribe's accounting software/database, and updates supervisor(s) on a regular basis.
18. Reconciles programmatic financial data with Fiscal Department records and coordinate resolution of any disparity as appropriate.
19. May assist with grant research and writing.
20. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. G5: Highschool diploma or GED with two years specified experience.

2. G6: Highschool diploma or GED with three years specified experience.
3. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

**MINIMUM QUALIFICATIONS:**

1. Ability to record data accurately, legibly, and consistently.
2. CPR certification or First Aid Certification or the ability to obtain the certification within two months of employment.
3. Licensed with the ability to legally drive and insurable with the Yurok Tribes auto insurance.
4. Ability to obtain certification for marbled murrelet surveying, inclusive of necessary hearing requirements.
5. Ability to pass an appropriate background check if required and legally possess and use firearms.
6. Ability to pass an appropriate background check if required and work with minors.
7. Ability to identify T&E wildlife species present in northern coastal California (both juvenile and adult life stages).
8. Ability to interact with the public, including under possible adverse or volatile situations.
9. Ability to hike and camp alone, for several days in a row, in remote wilderness areas at night safely.
10. Knowledge of and/or experience in biological monitoring and field techniques. These include, but are not limited to visual and auditory surveys, operation of a handheld GPS unit, an understanding of transect and/or grid sampling, and ability to collect accurate and legible survey data.
11. Familiarity with computers and office equipment.
12. Proficiency with word processing programs, preferably Microsoft Word, and Microsoft Excel.
13. Proficiency in written and oral expression, inclusive of accuracy in spelling and grammar.
14. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**SUPERVISORY RESPONSIBILITIES:**

This position has no direct supervisory responsibilities.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

**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. Knowledge of Yurok language is preferred but not required.

**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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).

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2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

