# Yurok Tribe Job Description

## Collections Specialist - Yurok Language

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Yurok Language Collections Specialist</th>
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<tbody>
<tr>
<td><strong>Job Grade:</strong></td>
<td>6</td>
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<tr>
<td><strong>FLSA Status:</strong></td>
<td>Non-Exempt</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Klamath</td>
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<td><strong>Department:</strong></td>
<td>Education-Language</td>
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<tr>
<td><strong>Division:</strong></td>
<td>NER-GERY ‘Oohl’, Helping Yurok People - Health &amp; Human Services</td>
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<tr>
<td><strong>Reports To:</strong></td>
<td>Yurok Language Program Manager</td>
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**ALLHIRINGIS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

**Salary Range:** $20.67-$26.97

**POSITION SUMMARY:**
Under the general supervision of the Yurok Language Program Manager, and/or the Yurok Language Collections Coordinator & Lead Teacher, the Yurok Language Collections Specialist will be responsible for organizing, digitizing, and archiving all Yurok Language Collections including audio, video, curriculum, books, and Grammar hand-outs. This position will also be responsible for assisting with processing contracts for Elder Consultants and Pod Participants and will process invoices and document that the work is carried out as agreed. The Collections Specialist will work directly with elder audio and video resources. They will assist the Yurok Language Collections Coordinator & Lead Teacher to implement a program for assessing candidates for the Yurok Teacher Credential. Collections Specialist will assist in developing and providing access to permissible Yurok Language Collections to all Yurok language learners, and assist in developing opportunities to potential language teachers.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for sharing in planning, scheduling and implementing all project activities.
2. Responsible for assisting, processing and keeping hard copy/digitized records of all contracts with program consultants.
3. Assists in implementing teacher professional development activities
4. Assists in the preparation of all program reports and assists in the documentation of grant activities
5. Assists in the development and translation of curriculum and materials.
6. Responsible for the preservation and maintenance, transcription, organization, and archiving of Elder audio and video resources
7. Responsible for assisting with the Yurok Language Teacher Credentialing process and submitting required documentation to the Yurok Tribal Council and the California Commission on Teacher Credentialing.
8. Performs other duties assigned in order to meet the objectives of the Yurok language project.

**SUPERVISORY RESPONSIBILITIES:**

None

**MINIMUM QUALIFICATIONS:**

YTC Approved 2/24/2022 (JM)
1. Novice-high Yurok language speaker.
2. Novice-high competency in the Yurok Language.
3. Well-developed knowledge of Yurok Language resources.
4. Ability to use Yurok writing system.
5. Ability to develop Yurok language lessons.
6. Well-developed oral and written communication skills.
7. Successful experience working with tribal elders and language resources.
8. Ability to work under conditions of minimal supervision.
9. Well-developed organizational skills.
10. 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.
11. All applicants are subject to the Tribe’s Drug and Alcohol Free Workplace Policy including pre-employment screening.
12. Must pass a criminal and character background investigation including fingerprint screening.
13. Must provide documentation of a pre-employment health screen including TB, and documentation of immunization or immunity for all currently recommended childhood immunizations.
14. Qualified Indian preference applies.

**THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.**

**EDUCATION/EXPERIENCE:**

Must possess 4 years of experience in learning Yurok Language and must be able to demonstrate Novice level competency in the Yurok language.

**CONDITIONS OF EMPLOYMENT:**

1. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license within 30 days. Must be insurable on the Tribe’s insurance policy.
2. All applicants are subject to the Tribe’s Drug and Alcohol Free Workplace Policy including pre-employment screening.
3. Must be able to pass a criminal and character background investigation including fingerprint screening.
4. LANGUAGE SKILLS: Must have the ability to read, write, and comprehend simple instructions, short correspondences, and memos with the 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.
5. 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.

6. 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 40 pounds.

7. 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