

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Tech II (Salmon Sampler)

EXEMPT: No	JOB CODE: 4-TS T4
SALARY LEVEL: \$15.94 to \$16.43/DOQ	SHIFT: Flex
PROGRAM: Fisheries	LOCATION: Bldg 180
REPORTS TO: Salmon Biologist	

SUMMARY: Provide technical services to the Makah Tribe and Washington Department of Fish and Wildlife in CWT tag sampling recovery efforts, catch estimation, and to assist with the data entry for the Makah Fisheries Management program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Coordinate sampling with Makah Fisheries Management, Washington Department of Fish and Wildlife (WDFW) and International Pacific Halibut Commission (IPHC) to achieve target sampling levels during fishery openings.

Keep accurate sampling records using both paper datasheets and spreadsheets.

Sampling of salmon: includes measuring fork length, checking for CWTs, and determining sex, weight, length, mark status or other biological variables.

Coordinate sampling efforts for multiple salmon fisheries, some occurring simultaneously, to meet sampling goals.

During the commercial troll opening period, sampler will interview commercial trollers when they offload their catch during landings and record data, record estimates of the proportion of the commercial catch taken in each location (sub area) where the trollers are fishing and note fish tickets and coded wire tag data for all boats sampled.

Assist with the coordination and sampling efforts to the Halibut fishery.

Maintain accurate creel surveys to estimate sport catch in on-reservation rivers.

Read and record coded-wire tags collected during in-season fisheries sampling. This includes carefully recording data, dissection of tags, and accurate organization and reporting of tag codes.

Develop fisheries archive filing system and maintain central files for Makah Fisheries Management sampling data.

Post Annual and In-Season Fisheries Regulations.

Assist in WDFW reconciliation reports.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

One year related experience with sampling.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to community members, landowners and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. Will be required to drive a Tribal vehicle to perform job duties. A driving history/background check will be conducted on the applicant.

OTHER SKILLS and ABILITIES:

Ability to identify different species of adult salmon.

Ability to work well with others and to work independently.

Knowledge of computer applications and the major computer software programs.

Willingness to work alternative schedules, nights, weekends and holidays as needed.

Ability to precisely collect and record accurate data.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL TAX EXEMPTION

Internal Revenue Code § 7873 (b) (1) does apply to enrolled Makah Tribal members. This position is classified as 100% fisheries Tax exempt.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: May 11, 2023
CLOSE: May 24, 2023**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.