

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Tech III (Data/Sampler)

EXEMPT: No	JOB CODE: 3-SS T3
SALARY LEVEL: \$18.81 to \$20.90/DOQ	SHIFT: Flex
PROGRAM: Fisheries	LOCATION: Bldg 180
REPORTS TO: Salmon Biologist	

SUMMARY: Provide technical services to the Makah Tribe and Washington Department of Fisheries in mark sampling recovery efforts 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.

Lead sampling efforts in the Makah Tribe's diverse salmon fisheries including gillnet and troll fisheries occurring in multiple environments both marine and riparian.

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.

Reports directly to the salmon biologist directly, pertinent catch information throughout the fisheries season so that salmon fisheries can be managed precisely.

Record appropriate biological information from salmon with coded wire tags including length, sex, mark status, and other pertinent information.

Keep accurate sampling records using spreadsheets and paper forms and maintain historical sampling database.

During the commercial troll opening period, sampler will interview commercial trollers when they offload their catch and record various important data including catch area, species, and quantity of salmon adipose clipped as well as collect snouts from salmon with coded wire tags. Records must demonstrate coordination with fish ticket information.

Lead halibut sampling efforts in the field. This includes removal of otoliths, measuring, and collecting various biological information from halibut catch. Also responsible for quality control and cleaning of otoliths after collection.

Lead efforts in creel sampling of sport fishing anglers throughout the on-reservation rivers fishing season.

Responsible for post-season reading of coded wire tags. This includes tag extraction. Tag recovery, tag reading and data entry. Also responsible for maintenance, repair, and cleaning of tag reading equipment.

Supervises seasonal employees in the field. This duty includes providing necessary training, equipment, forms, and quality control of data produced by seasonal employees.

Develop fisheries achieve filing system and maintain central files for Makah Fisheries Management technical data.

Post Annual an In-Season Fisheries Regulations.

Assist in WDFW reconciliation reports.

SUPERVISORY RESPONSIBILITIES

Carries out general supervisory responsibilities in accordance with organizational policies, program policies and applicable laws and under the direction of the Salmon Biologist with regard to the day-to-day work assignments. The Salmon Biologist retains full personnel management authorities.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Must have a minimum of two year's experience as a Tech II (Sampler).

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. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

OTHER SKILLS and ABILITIES:

Ability to identify different species of salmon in multiple life history stages.

Ability to work well with others and to work independently.

Self managed knowledge in computer applications, and the major computer software programs.

Ability to precisely collect and record accurate data.

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

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful, and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Ability to work cooperatively with other Agencies is essential.

Must have excellent oral and written communication skills.

Must have working competence in computer applications and must be able to use major computer software, microcomputer word-processing, spreadsheet data analysis, operation of statistical, graphics, and communications software packages.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

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.

WORK ENVIRONMENT

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

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

OPEN: October 15, 2024

Revised 12/12/02
Revised 09/27/06
Reclass 01/14/20
Revised 10/08/21
Revised 09/26/22
Reclass 07/03/23
Reclass 05/13/24

Page 4 of 5

Human Resources
P.O. Box 115, Bldg 71
Neah Bay, WA 98357
Fax: (360) 645-3123

CLOSE: November 19, 2024

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

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.