



Tolowa Dee-ni' Nation Position Description

Title: Data and Statistics Technician
Class: Non-Management
Status: Full Time
Supervisor: Self-Governance Project Manager
Effective Date: June 15, 2018

Department: Self Governance
FLSA: Non-Exempt
Pay Grade: 5 (\$14.31-\$20.19)
Subordinates: None
Grant Funded: Yes (09-30-2017 to 09-29-2020)

Position Summary:

Utilize standard practices, data base programs and survey instruments to develop, maintain, and produce statistical data. Produce statistical research data sets, data runs, and other information through research, surveys, interviews, mailings and other means. Provide statistical data, comparative charts and reports for project assessments, outcomes and final recommendations. Perform related work as required.

All Tolowa Dee-ni' Nation employees are at will employees.

Essential Duties and Responsibilities

- Develop, produce and manage data sets and information based on standard practices.
- Institute and maintain a comprehensive system for data collection, files organization including naming conventions, data entry and retrieval.
- Work closely with supervisor to coordinate, apply and produce accurate data.
- Assist in developing survey instruments to be used in project assessments, grant applications and report.
- Obtain and confirm information utilizing statistical and background verification.
- Examine data collection methods and outcome for accuracy, completeness and relevancy of information.
- Enter, search and retrieve data using multiple automated and manual record management systems to post, update, and/or adjust information.
- Compile and arrange data; prepare clear reports.
- Manage and maintain Tribal Data Resources, People Data Systems data base and other formats utilized for data gathering and reporting.
- Work with Tribal, Local, State, and Federal organizations on data development.
- Operate office machines, computer programs and applications, and office automation equipment.
- Effectively communicate both verbally and in writing.
- Perform difficult technical work involving independent judgment and requiring a high level Of accuracy.
- Other duties as assigned.

Supervisory Responsibilities

- None

Minimum Qualifications

Must be able to perform all essential duties and responsibilities:

- High School Diploma or GED required. AA Degree preferred.
- Skilled knowledge of data base programs (i.e., Access, Excel, People Data Systems, etc)., spreadsheet software, Microsoft Office Suite, Internet usage and operating systems.
- Understanding of naming conventions, filing and retrieval systems.
- Proficient in data entry, Word processing, current office equipment, procedures and practices.
- Demonstrated research skills/knowledge. Perform easily and work accurately with high levels of detail.
- Ability to accurately read and interpret information and perform math computations.
- Education/Training and Experience: A combination of training and experience that demonstrates current effective knowledge and skills required to perform duties. An earned Associate's degree or higher with three years of recent experience OR a high school diploma (or equivalency) with five current years of experience OR five years' of recent professional experience in development, use and maintenance of data and statistical information.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Preferred Knowledge

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

Language Skill:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to accurately write routine reports and correspondence.

Mathematical Skills

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability

Ability to apply common sense 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 possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 20 pounds.

Vision Requirements

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

Distance vision (clear vision at 20 feet or more).

Color vision (ability to identify and distinguish color). This may or may not be necessary.

Work Environment

Will work in a shared office space with moderate noise level.

Additional Employment Conditions

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration. Tolowa Dee-ni' Nation is an at will employer.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____