



Tolowa Dee-ni' Nation Position Description

Title: Data Technician
Class: Non-Management
Status: Full Time
Supervisor: K'ap-mvn' Project Manager
Effective Date: May 03, 2018

Department: Self Governance
FLSA: Non-Exempt
Pay Grade: 5 (\$14.31-\$20.19)
Subordinates: None
Grant Funded: Yes

Position Summary:

This position provides support to the K'ap-mvn' Project including entering and collecting data from on-line and print sources; assists in developing surveys, power points and reports; maintains data base systems including retrieval systems for integration into reports. Performs related work as required. Seeking self-motivated person who is detail oriented, organized and able to meet deadlines.

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

Essential Duties and Responsibilities

- Search, retrieve and categorize data from multiple departments.
- Compile, organize, arrange and maintain comprehensive files and data.
- Report, post, update, and/or adjust information as needed.
- Verify data for accuracy, completeness and relevancy of information.
- Enter data into records and databases.
- Utilize and maintain standardized naming and dating conventions.
- Compare records across fields and time to identify trends and quality problems.
- Work and communicate effectively with a team.
- Assist in developing surveys and reports.
- Operate office machines, computer programs and applications.
- Effectively communicate both verbally and in writing.
- Accurately read and enter information.
- Other duties as assigned.

Supervisory Responsibilities

- None

Minimum Qualifications

- Must be able to perform all essential duties and responsibilities.
- High School diploma or equivalent with a combination of training and experience.
- Proficient in keyboarding and word processing.
- Proficient with PC desktop systems.
- Ability to accurately read and interpret information and perform basic math computations.
- Able to transition between tasks and/or interruptions.

- One or more years of experience in data entry.
- Experience with Excel and other Microsoft Office Suite programs.
- Knowledge of naming conventions, filing and retrieval systems.
- 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 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 be able to lift and/or move up to 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. This position is spent most of the day in front of a computer.

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 Tolowa Dee-ni' Nation laws and policies, the applicant must be in good standing with Tolowa Dee-ni' Nation and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____ Date: _____