



# Skokomish Indian Tribe

Natural Resources Department (360) 877-5213

N. 541 Tribal Center Road

Fax (360) 877-5148

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION TITLE:** HARVEST MONITORING TECHNICIAN (TECH IV)

**SUPERVISOR:** FINFISH PROGRAM MANAGER

**SALARY RANGE:** \$41,000 ANNUALLY + DOE/DOQ 1 FTE

**NATURE OF WORK:** This position is an in-office position, providing technical assistance to finfish and shellfish program biologists, with daily fish/shellfish ticket editing, accurate data entry, data entry error checking and correction, and routing to assure meeting the program goal of complete daily entry of all tickets received.

### REPRESENTATIVE JOB DUTIES:

1. Daily entry of all fish/shellfish tickets into the Skokomish Fish Ticket Database.
2. Assisting Tribal staff with annual data reconciliation process for Finfish and Shellfish.
3. Maintaining shellfish monitor forms and updating monitor form intertribal data exchange drop box.
4. Maintaining/updating geoduck harvest data spreadsheet; harvest monitor forms, compliance reports, and associated fish tickets.
5. Maintaining/updating shrimp and crab harvest spreadsheets.
6. Acting as Skokomish tribal lead on fish ticket image database transfers with WDFW and NWIFC with running update script between that database and TOCAS.
7. Interacting with shellfish and finfish buyers for ticket collection.
8. Interacting with NWIFC and WDFW on data quality control and data exchange.
9. Maintain Fish Tax collection and billing invoice records
10. Sending tax collection invoices to shellfish and finfish buyers and maintaining payment records.
11. Responding to Tribal staff requests for assistance as needed.
12. Support the administrative assistant as a backup only when time allows at the front desk:
13. Other duties as assigned

**MINIMUM QUALIFICATIONS ALSO INCLUDE:**

1. A two-year degree in biology or related field (Preferred); or a high school diploma and two years of relevant work experience.
2. Able to maintain accurate data and records.
3. Ability to identify fish and shellfish species
4. Familiarity with Skokomish fishing areas and Treaty rights
5. The candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
6. Must be able to work in a team environment.
7. Strong organizational, communication and interpersonal skills preferred.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Take the initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrate honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

**APPLICATION INSTRUCTIONS**

The application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_