



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

JOB TITLE: Assistant Wildlife Science Technician

DEPARTMENT: Wildlife Program

POSITION SUMMARY: The Assistant Wildlife Science Technician works closely with the Wildlife Biologist and Senior Wildlife Biologist to support research and management of game species. The Assistant Wildlife Science Technician will work independently and collaboratively to perform field research, assist with data management and communicate outcomes internally. This is a full-time, **temporary** position. Compensation is \$15.00 per hour.

SUPERVISION:

The Wildlife Biologist directly supervises this position. The Assistant Wildlife Science Technician will also work closely with the Senior Wildlife Biologist and Program Manager in a team-oriented setting.

ESSENTIAL JOB DUTIES:

- Keep a daily work log detailing research projects worked on, natural resource professionals worked with and skills learned and practiced
- Deploy and maintain a network of camera traps
- Download, organize and analyze camera trap photos
- Use telemetry equipment to locate, observe and collect data for collared black-tailed deer and elk
- Investigate mortalities of study animals to determine cause of death and perform field necropsies
- Record field observations and enter data into databases
- Prepare, maintain and repair field vehicles and field equipment as needed
- Assist with elk hazing to mitigate human-wildlife conflicts in Skagit Valley agricultural lands
- Because of the Tribe’s commitment to 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 (OTHER DUTIES AS ASSIGNED)

MINIMUM QUALIFICATIONS

- Must be 16-25 years of age and a member of a federally recognized tribe
- Communicate effectively in spoken and written English
- Proficient with Microsoft Office applications including Excel, Word and PowerPoint

- Proficient with basic personal computer (PC) including file management and other tasks
- Ability to follow detailed data collection protocol and data quality control procedures
- Ability to maintain a positive, professional and team-oriented attitude in challenging field conditions
- Valid State-issued driver's license and/or the ability to obtain a Washington State driver's license; must be insurable on the Tribe's insurance policy
- Must pass a drug test and background check
- Must possess a Wilderness First Aid certification or be able to obtain this certification or within 2 months of being hired (SITC will cover associated salary, travel, and course costs). Equivalent experience may be substituted and will be assessed on an individual basis

WORK ENVIRONMENT AND TIME COMMITMENT

- This is a full-time position, 40 hours per week
- Standard work hours at the Swinomish Indian Tribal Community are 8am to 6pm, Monday-Thursday; offices are closed on Fridays
- Position duties will *frequently* require working outside standard work hours, including evenings and weekends
- Daily work outdoors in inclement weather—including rain, snow, wind, severe heat, and darkness
- Travel independently by foot over steep, slick, thickly-vegetated, and broken terrain safely for long distances (> 3 miles) while carrying backpacks weighing up to 30 pounds
- Lift and/or move at least 50 pounds over short distances (> 50 feet)
- Walk, stand, sit, crawl, kneel, climb, and stoop for long periods (up to several hours)
- Use hands and fingers to manipulate field and office equipment quickly and efficiently
- Operate a vehicle safely in field situations

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Assistant Wildlife Science Technician is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

Employee: _____ **Date:** _____

Director: _____ **Date:** _____

APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-7347 or e-mail to aiedwards@swinomish.nsn.us or grendon@swinomish.nsn.us.
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, “see resume on the application”**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**
 - Email to grendon@swinomish.nsn.us or mail to:
Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
La Conner, WA. 98257