

## POSITION DESCRIPTION

**TITLE:** Data Collector, two positions  
**REPORTS TO:** CEDS Coordinator; Tribal Administrator  
**LOCATION:** Quartz Valley Indian Reservation  
**SALARY:** \$18/hour  
**CLASSIFICATION:** Temporary; full-time

### SUMMARY:

Quartz Valley Indian Reservation is seeking two individuals to fill temporary, full-time Data Collector positions through March 30, 2017. Data Collectors will collect and compile data from Quartz Valley Indian Reservation tribal members/Quartz Valley Indian Reservation-area community members, and other sources, through one-on-one personal interviews (either face-to-face, by telephone, or through social media as appropriate). Data Collectors will also use computers to assist in data compilation, tabulation, and storage; make computations; review for completeness; store data in a dedication repository; prepare summary reports as requested; and complete other duties as assigned. (Training will be available for some of these tasks, but prior familiarity with computers and telecommunications/social media is required.)

This job announcement is open until both positions are filled; however, consideration will be given to applicants who can start immediately, as the jobs are only available through March 30, 2017.

### REQUIREMENTS:

1. Must have a high school diploma or equivalency.
2. Must have basic computer, typing, filing, and telecommunications skills. Knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook), etc., is a plus.
3. Must have excellent communications, writing, and mathematical skills, both oral and written.
4. Must have good time-management skills.
5. Must adhere to confidentiality policies.

### INDIAN PREFERENCE:

The Quartz Valley Indian Reservation is an Equal Opportunity Employer. We encourage applications from all individuals, regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical/mental disability, or any other protected class, political affiliation, or belief.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472). Verification Form BIA-4432 must be submitted with the application if claiming

Indian Preference. (No other form of proof will be accepted for Indian Preference.)

**ACKNOWLEDGMENT:**

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these functions. I agree to abide by all policies/protocols of the Quartz Valley Indian Reservation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To apply, submit application to:** Quartz Valley Indian Reservation, 13601 Quartz Valley Road, Fort Jones, CA 96032. Fax: (530) 468-5908. Applications and further information may be obtained by contacting the Quartz Valley Indian Reservation Administration at (530) 468-5907.