



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 666-3321

POSITION DESCRIPTION – Part-Time Census Takers

Reports To: Native Connection Director

Department: Native Connections

Status: Non-Exempt

Salary Range: DOE

Summary & Scope of Position:

PRCI Census takers collect census information by visiting households during census field operations. Census takers will be assigned specific areas to collect data. The Census Takers will be also be assigned necessary census forms and materials to do the job. Most of the jobs will be in the field, and require Census Takers to locate and interview households and record information about the residents.

Duties & Responsibilities:

- Travel the census community;
- Meet and greet community members;
- Must be able to work a flexible schedule;
- Able to handle hostile K-9's;
- Be able to stand and walk for long periods of time;
- Must be respectful and courteous to each resident;
- Must be able to collect data using the census devices;
- Ability to create reports using collected data;
- Other duties as assigned to the assist the Tribe in accomplishing goals and objectives;

Minimum Qualifications:

- A favorable background investigation is required to include criminal and motor vehicle record check;
- Knowledge of American Indian cultures and Tribal government operations.
- Ability to carry deterrent equipment, if needed.
- Must be able to be trained in electronic devices.

Requirements:

1. High School Diploma
2. Must be able to pass a background check.
3. Must adhere to Tribal drug and alcohol policy.

- 4. Have flexible hours of operations as prescribed by Native Connections Director.
- 5. Must have a valid Driver's License.

PRCI Tribal Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)