

**NEZ PERCE TRIBE
CLASS DESCRIPTION
2003**

CLASS TITLE: TECH INTERN
PROGRAM: Information Systems
DEPARTMENT: Executive Direction

FLSA STATUS: NON-EXEMPT
GRADE: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist professional staff members in a mentorship program. The class is responsible for assigned duties and tasks. The class works according to some procedures, but may decide how and when to do things under general supervision.

ESSENTIAL TASKS

Gathers and compiles data for others; may work on special projects and assignments.

Performs routine tasks that are specific to the area of assignment, such as maintaining logs and schedules, performing clerical duties, or other tasks of a general nature.

Assists in the coordination of projects and operations; may prepare schedules, organize transportation services, or prepare and maintain equipment.

Consults with other individuals, departments, or regulatory agencies to ensure compliance with all applicable local, state, and federal guidelines, laws, or controls.

Coordinates IS activities with tribal youth and elders, and other tribal programs.

Attends meetings, trainings, and tours as directed.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Requires copying, transcribing, entering, or posting data or information; may coordinate or determine time, place or sequence of operations or activities.

PEOPLE INVOLVEMENT: Requires following instructions and orders of supervisor; may lead others by determining work procedures and assigning duties.

INVOLVEMENT WITH THINGS: Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience such as watercraft, light trucks, electronic telecommunications equipment, medical or scientific equipment, computers with software applications for word processing, scanners, copiers, printers, or power tools.

GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires performing semi-routine work with occasional problems; may perform supervisory work, involving both people and work related problems.

MATHEMATICAL REQUIREMENTS: Requires performing addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents; may use basic algebra involving variables and formulas and/or basic geometry.

LANGUAGE REQUIREMENTS: Requires reading routine sentences, instructions, regulations, procedures, or work orders; writing routine sentences and completing routine job forms and incident reports, speaking routine sentences using proper grammar.

INTERN

MENTAL REQUIREMENTS: Requires performing clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires light to medium work that involves walking or standing most of the time, and involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

ENVIRONMENTAL HAZARDS: The job risks exposure to bright/dim light.

SENSORY REQUIREMENTS: The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

JUDGMENTS AND DECISIONS: Requires being responsible to guide others requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Requires high school diploma or GED and must be an academic student at an accredited college/university, must have completed one semester/term of college maintaining a 2.5 cumulative GPA. Must comply with Nez Perce Tribe Intern Policy.

SPECIAL CERTIFICATIONS AND LICENSES: Valid driver's license and ability to be insured under the Tribe's Policy.

EXPERIENCE REQUIREMENTS: Requires six months experience.

DRUG AND ALCOHOL POLICY

The Nez Perce Tribe is a drug free workplace. The Nez Perce Tribe believes that a healthy and productive work force, safe working conditions free from the effects of drugs and alcohol, and in maintaining the quality of products produced and services rendered by tribal employees. The abuse of drug and alcohol creates a variety of workplace problems including increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity and a decline in the quality of products and services.

All employees are subject to random drug tests and to tests when the use of alcohol or drugs in the workplace is suspected. Some potential employees are also subject to pre-employment drug tests.

INDIAN PREFERENCE POLICY

Tribal Preference will apply.

	CLASSIFICATION DESCRIPTION APPROVAL
DEPT. MANAGER	<u>W. THOMAS</u> DATE <u>10-22-09</u>
HUMAN RESOURCES	<u>[Signature]</u> DATE <u>10-22-09</u>
EXECUTIVE DIRECTOR	<u>[Signature]</u> DATE <u>10-22-09</u>