

JOB ANNOUNCEMENT

POSITION: Natural Resources Conservation Service Technician

PROGRAM: Natural Resources

SALARY: \$ 20.44 – \$24.85 per hour (Grade 17 - 21, Step 01)

SUPERVISOR: Land and Natural Resources Director

DIVISION: Natural Resources Administration

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, NV

OPENS: September 24, 2025

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

SPECIAL CONSIDERATIONS:

This position is subject to a random drug testing and background investigation because of the access to sensitive personal data. Unless exempted by the provisions of the ADA, this person will be required to regularly operate Tribal vehicles.

BASIC FUNCTION:

Provide technical assistance and support to NRCS conservation programs on the Duck Valley Reservation. The scope of work and deliverables will be determined by the District Conservationist and the Tribal Representative, with final approval from the Tribe and Elko District Conservationist.

DUTIES:

1. Assist with the implementation of the NRCS 9-Step Planning Process on the Duck Valley Reservation.
2. Support NRCS inventory, evaluation, design, and certification of various conservation practices, including brush management, herbaceous weed control, critical area planting, and irrigation land leveling.
3. Perform field surveys, client engagements, practice reviews, and other required deliverables as specified in agreements.
4. Obtain Job Approval Authority (JAA) for planned resource and engineering practices
5. Organizes and maintains files and records for the Natural Resource Conservation Office and maintains files for all current projects and issues.

ADDITIONAL RESPONSIBILITIES:

1. Engage in outreach activities, including working with landowners to encourage participation in Farm Bill Programs and supporting local conservation efforts.
2. Participate in local partnerships and collaborative efforts, including the development of landscape-scale projects and outreach materials.
3. Identify and address emerging opportunities or needs through collaboration with NRCS and Tribal staff.

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Must have a High School Diploma or have successfully completed the GED Program (copy must be attached to completed applications form).
2. Must have a valid Idaho or Nevada State driver's license and be insurable with the Tribes' insurance carrier.

3. Ability to maintain a good working relationship with all co-workers and the general public and to use good judgment in recognizing scope of authority.
4. Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment, as well as English usage, spelling, grammar, and punctuation.
5. Ability to work independently and within a team environment.
6. Strong communication and organizational skills.
7. Must be able to work in outside conditions and various terrain

ADDITIONAL DESIRABLE QUALIFICATIONS:

1. Experience with conservation program planning and implementation.
2. Knowledge of Tribal land management and conservation issues.
3. Ability to participate in and contribute to conservation district meetings and local workgroup processes.
4. Familiarity with NRCS conservation practices and processes.