

**LITTLE WOUND SCHOOL BOARD  
POSITION DESCRIPTION  
Tokata Wicoicage Lakol Wounspe Project**

**LAKOTA LANGUAGE SURVEY TAKER**

**Job Summary:** The LWS Tokata Wicoicage Lakol Wounspe Project census taker will collect data on family Lakota speakers by visiting homes in the services area then documenting and reporting the information.

**Job Responsibilities:**

1. Ask questions in accordance with instructions to obtain various specified information.
2. Identify and resolve inconsistencies in interviewees' responses by means of appropriate questioning and/or explanation.
3. Compile, record and code results and data from interview or survey, using computer or specified form.
4. Review data obtained from interview for completeness and accuracy.
5. Contact individuals to be interviewed at home, place of business, or field location, by telephone, mail, or in person.
6. Assist individuals in filling out applications or questionnaires.
7. Identify and report problems in obtaining valid data.
8. Explain survey objectives and procedures to interviewees, and interpret survey questions to help interviewees' comprehension.
9. Prepare reports to provide answers in response to specific problems.
10. Perform other office duties as needed, such as telemarketing and customer service inquiries, billing patients and receiving payments.
11. Meet with supervisor daily to submit completed assignments and discuss progress.
12. Adhere to LWS policies and procedures.
13. Other duties as assigned.

**Skills Required:**

1. Should have ability to speak both English & Lakota.
2. Have good written and verbal communication skills and should speak politely to the people.
3. Have ability to answer the questions and clear confusions of the people.
4. Should be familiar with the area or the locality they are working in.
5. They should possess ability to handle pressure and should be patient.

**Job Qualifications:**

1. High school diploma or GED required.
2. Some experience working with families, census taking, or any other related experience is preferred.
3. Must have ability to speak both English and Lakota.
4. Must have a valid South Dakota driver's license.
5. Must pass a pre-employment drug test and have a favorable background.