

PARANORMAL RESEARCH



ASSOCIATION OF COLORADO
A DIVISION OF THE PRAB

Position Description
Trainee Paranormal Investigator



Job Title:	Trainee Paranormal Investigator	Version:	1
Department:	Trainee Department	Employer:	PRAB
Reports to:	Lead Investigator (PRAB) Lead Investigator (PRAC) Core Members (PRAC)	Division:	Colorado

Primary Responsibilities

The Trainee Paranormal Investigator works within a team that provides a scientific investigation into supposed paranormal phenomena.

Responsible for:

- * The collection, analysis, interpretation of data obtained on both private and public locations.
- * Maintaining security and confidentiality of data obtained
- * Actively research new and emerging theories in science as it pertains to paranormal research
- * Use and knowledge of equipment used within the association
- * Obeying all primary protocols (PRAB-GM-02)
- * Assisting Core members in all requested tasks

Essential Functions

The Trainee Paranormal Investigator is an essential part of the team. They must undergo all online and hands on training and regularly participate in meetings and investigations.

Work Environment

The working environment is changeable and not fixed. Environments alternate between indoor (about 95%) and outdoor (about 5%) Work can be generally sedentary in nature, but may require standing and walking up to 60% of the time. Job requires frequent lifting, bending, moving, carrying and set up of equipment. Lighting and temperature are variable based on location, but generally favorable. There is the possibility of hazardous or unpleasant conditions based on location, but are generally favorable. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Weight Demands

	Rarely	Occasionally	Frequently
Lifting – 1-25 lbs			X
Lifting – 25-50 lbs			X
Lifting – 50+ lbs		X	
Carrying – 1-25 lbs			X
Carrying – 25-50 lbs			X
Carrying – 50+ lbs		X	
Pushing/Pulling - 1-25 lbs	X		
Pushing/Pulling – 25-50 lbs	X		
Pushing/Pulling – 50+ lbs	X		

Physical Demands

	Rarely	Occasionally	Frequently
Standing			X
Sitting			X
Walking			X
Talking			X
Driving			X
Balancing/Climbing	X		
Stooping/Kneeling		X	
Crouching/Crawling		X	
Reaching		X	
Hearing			X
Seeing			X
Turning/Twisting/Leaning		X	

Mental Demands

	Rarely	Occasionally	Frequently
Problem Solving			X
Supervising	X		
Organizing		X	
Planning		X	
Decision Making		X	
Interpreting Data			X
Writing			X
Reading			X
Data interruption			X
Filling out online and offline forms			X
Using internet based software			X

Working Conditions

	Rarely	Occasionally	Frequently
Indoor		X	
High Temperatures		X	
Loud Noises		X	
Confined Areas		X	
Outdoor		X	
Cold Temperatures		X	
Fumes	X		
Unfavorable Conditions		X	
Hazardous Conditions	X		

Equipment Use

	Rarely	Occasionally	Frequently
Telephone			X
Fax			X
Copier	X		
Computer (beginner level)			X
Computer (intermediate level)		X	
Computer (advanced level)	X		
Scientific Instruments			X
Propriety Equipment			X

Physical Requirements

Must be able to read, write, and communicate fluently in English. Must have good vision and hearing, which can be supplemented with aids.

Annual Competency Assessment

Initially after 6 months, then yearly review on the anniversary of your commencement

Employee Statement of Understanding

I have read and understood the job description for my position. I am able to perform all the essential functions for this position.

I agree to comply with the primary protocols (GM-02) and all laws, rules, regulations and standards of conduct relating to my position. As a member, I understand my duty to report any suspected violations of the law or the primary protocols to the Lead Investigator.

As a member, I will strive to uphold the mission and vision of the association.

All members are required to adhere to the values in all their interactions with clients, the public and fellow members.

My acceptance of position offer or application for position confirms the statement above.