

**NORTHERN CHEYENNE TRIBE  
NATURAL RESOURCE DEPARTMENT  
JOB ADVERTISEMENT**

**POSITION:** Wildlife Technician

**DEPARTMENT:** Natural Resources

**ACCOUNTABLE TO:** Water & Natural Resources Administrator

**CLASSIFICATION:** Permanent Full-Time

**OPENING DATE: DECEMBER 30, 2020      CLOSING DATE: JANUARY 7, 2021**

**SUMMARY OF WORK**

This position provides office and field support in the following areas directly or indirectly related to the administration, beneficial use, and protection of the Northern Cheyenne Wild life and Parks, Tribal Management and development by inventorying, monitoring, data collection, permitting, research/investigation, enforcement of fish and game code, mapping, and marketing. Additionally, assist the Natural Resources in the development of a comprehensive monitoring and assessment program in order to generate scientifically accurate data for the purpose of conserving wild life, parks and natural resources within the Northern Cheyenne Reservation.

**JOB CHARACTERISTICS**

**Nature of Work:** The daily activities of this position encompass office work and field work, in all weather conditions. Extensive field work during the summer and fall season in the protection of wildlife, parks, and riparian habitat protection and conservation.

**Personal Contacts:** Daily contacts with Natural Resources personnel with scheduled contacts or meetings with the Administrator. Intermittent contact with the Tribal Administration, Bureau of Indian Affairs, US Fish and Wildlife Services, MT. Fish/Wildlife and Parks, Tribal Organizations, Private entities and the general public.

**Supervision Received:** This position will receive general supervision by the Water/Natural Resources Administrator.

**Supervision Exercised:** This position does not exercise supervisory duty/authority.

**Essential Functions:** This position performs duties that require the ability to communicate effectively with supervisor, Federal and State officials. Assists the Water/Natural Resources

Administrator with maintenance of the Tribe's wildlife and parks including permit system, enforcement of the Tribe's Fish and Game Code, assist with monitoring/assessment, wildlife and parks restoration, and contributes to the goal of overall beneficial use of the Tribe's natural resources are paramount.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a basic knowledge of math, survey methodology, data and records management, and map reading. This position requires basic knowledge of computer software, GIS/GPS equipment, hydrologic measurement/monitoring devices, map reading, word processing, report writing, and data collection.

**Skills:** This position requires skills with the use of GPS/GIS equipment, hydrologic instruments, computers, calculators, power tools, and other office/field equipment.

**Abilities:** This position requires the ability to operate field equipment, program vehicles, power tools, and, surveying equipment. In addition, the position requires exceptional written and oral communications with the ability to follow written and verbal instructions. Also, this position as related to the entire department will have other duties assigned and will likely be cross-trained to assist other departmental programs.

### **JOB PERFORMANCE STANDARDS:**

1. Maintains and is responsible for tools, supplies, equipment and vehicles associated with Program's office and fieldwork operations.
2. Prepares and submits accurate and timely reports.
3. Assists with the development of the policies, procedures and enforcement of the drafted solid fish and game code.
4. Assists in processing applications for Tribal fish and game permits.
5. Performs related data collection and record keeping. (i.e. create or maintain database)
6. Provides technical support in regards to the Tribes management and development by research and investigation in wildlife and parks.
7. Provides support by assisting with enforcement of tribal fish and game code
8. Adheres to safety and confidentiality standards
9. Other related duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS & DOCUMENTATION:**

1. An Associate of Science Degree from an accredited college or university with major coursework in natural resources, wildlife management, environmental science, business administration or management, or related science field. Must provide copy of credentials.

2. A combination of education, experience, training: At least THREE years of specialized experience that demonstrates understanding of grants development, management, program administration (in natural resources, environmental protection, or business management), college-level education, and training that provided professional program knowledge. Research internships may count toward work experience and must be documented on resume. Must provide a copy of your college transcripts and training certificates.

**ADDITIONAL KEY REQUIREMENTS:**

- Must sign waiver for pre-employment drug testing and pass urinalysis screening.
- This position requires use of program vehicles and equipment. Must possess a valid driver's license and be insurable under the Tribe's Insurance Policy. Must provide a copy of driver's license and driving record.
- Must sign a disclosure statement and agree to a background check. Selection and retention in this position is contingent on a successfully adjudicated criminal history check and background investigation.
- Indian Preference will be given to qualified enrolled members of a federally-recognized tribe, with priority consideration to members of the Northern Cheyenne Tribe. Must provide a copy of your Certificate of Indian Blood or tribal identification.
- Veterans Preference will be given to applicants discharged or released from active duty in the Armed Forces under honorable conditions (i.e., honorable or general discharge) are eligible for veterans' preference. Must provide DD-214 Military Service Record.