

**NORTHERN CHEYENNE TRIBE  
TRIBAL HISTORIC PRESERVATION OFFICE  
JOB ADVERTISEMENT  
2018 #2**

**POSITION:** Office Assistant (Full-time Temp)      **SALARY:** \$13.00

**DEPARTMENT:** Tribal Historic Preservation Office

**ACCOUNTABLE TO:** THPO Director

**OPENING DATE:** August 9, 2018      **CLOSING DATE:** August 17<sup>th</sup>, 2018

**How To Apply:** Submit a completed application, **RESUME**, (3) current (within 1 year) letters of reference, Copies of Diploma and transcripts, copies of certifications, (if claiming Tribal preference) a Tribal I.D., (if claiming Veteran's preference) a DD214, and copy of valid Montana Driver's License to the Northern Cheyenne Tribe, attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**SUMMARY OF WORK:**

The mission of the Northern Cheyenne Tribal Historic Preservation Office is to identify, preserve, and protect cultural resources that are important to the life-ways of the Northern Cheyenne. This mission is accomplished by ensuring that the THPO is in compliance with legislation such as NHPA, NEPA, ARPA, NAGPRA and other federal resource laws.

The Office Assistant contributes to the mission of the office by **assisting** the Director and office staff with daily programmatic operations, such as: clerical support, answering phones, sending fax and e-mail correspondences, maintaining phone logs, greeting the public and directing visitors to the appropriate staff, filing paperwork, data entry and other duties as assigned.

**JOB CHARACTERISTICS:**

**Nature of Work:**

- **Will** assist in daily operations by planning and organizing a variety of assigned tasks

- Answers incoming telephone calls and/or assisting the public over the phone with questions, taking messages and routing messages to other staff.
- **Perform** basic clerical duties including but not limited to typing, photocopying, faxing and e-mailing, 10-key etc.
- Routing daily correspondence regarding program services to either staff, Tribal Programs, Accountants, Tribal Officials, etc.

**Supervision Received:** Supervision and daily task coordination will be under director.

### **JOB REQUIREMENTS:**

#### **Knowledge:**

- **Requires** some knowledge about the Northern Cheyenne Tribe and Cultural customs
- **Requires** basic knowledge of tribal policies and by-laws
- **Knowledge and ability** to use computers, with experience in word processing, database and spread sheet programs
- **Must** be able to write clearly, concisely, and use other technical language.
- Will deal with the public in person and via telephone. Professional demeanor and pleasant phone etiquette is a **must**.
- **Assist** THPO staff with daily correspondence, delivering messages, routing paperwork, and/or other duties as needed.
- **Knowledge** of MS Office including Word, Excel, Access and PowerPoint
- **Familiarity** with tribal business procedures and business equipment
- Assisting in organizing a program file system.

**Guidelines:** Guidelines include federal and state statutes regarding cultural resources in addition to tribal cultural ordinances, tribal policy and procedures.

**Complexity:** Work involves reading and interpreting in-coming complex documents from federal agencies; ability to think critically and quickly interpret information

**Physical Demands:** The work is partially sedentary and may require field work with possible walking, climbing or other physical exertion. Must be able to lift 20 lbs. or more

**Work Environment:** Working conditions will include general office duties in a fast paced working environment; assisting the THPO director and staff when needed; using computer software to create logs and templates; input and organize large files of data; greet federal, state, and tribal officials; may involve some out of town and out of state travel.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- 2 year A.A. Degree **preferably** in Native American Studies or related field, but not required
- Basic knowledge of Cultural Resource Laws
- Must be dependable and reliable
- **Must** adhere to strict standards of confidentiality and maintain positive work ethic
- Will be **required** to greet the public and provide assistance in a respectable manner
- **Must** be insurable under Tribal auto insurance plan
- **Must** agree to and sign waiver for pre-employment drug testing
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.