

## **NORTHERN CHEYENNE TRIBE GRAZING AND RANGE RESOURCES**

**POSITION:** Range Resources Technician

**SALARY:** \$25.00 - \$30.00 PH

**DEPARTMENT:** Northern Cheyenne Grazing and Range Resources

**ACCOUNTABLE TO:** Manager of Grazing and Range Resources.

**OPENING DATE:** 7/16/2021

**CLOSING:** 7/22/2021 @ 4:00 pm

**How to apply:** Submit a completed application, resume, three (3) current (within 1 year) letters of reference, copies of certifications, transcripts, credentials, a Tribal I.D. or Tribal Certification (if claiming Tribal preference), and a DD214 (if claiming veteran's preference) to the Northern Cheyenne Tribe-Human Resources Office, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT 59043

### **INTRODUCTION:**

This is a full - time position in the Grazing and Range Resource Program Office (Range Program). The purpose of the position is to encode and administer grazing permits in the Northern Cheyenne range unit in the Trust Asset and Accounting Management System

(TAAMS) and to map or provide technical assistance and training to two (2) seasonal Range Compliance specialists to utilize Geographical Information system (GIS) technology to document compliance in the range units. The incumbent will reconcile land schedules stocking rate and acreages with range unit boundaries, encode grazing capacities and permittee information to generate invoices for collection of income for the Northern Cheyenne Tribe and individual Indian land owners with Indian agricultural land in the land schedule of a range unit.

### **SUMMARY OF WORK:**

The incumbent completes and is responsible for encoding grazing permits and modification into the TAAMS system. The incumbent will schedule and generate invoices to Northern Cheyenne permittees as grazing permits are approved by the Bureau of Indian Affairs (BIA) Northern Cheyenne Agency Superintendent and the Northern Cheyenne Grazing Board. The employee will authorize distributions of grazing income to the Northern Cheyenne Tribe and Individual Indian Money account holders upon receipt of permittee grazing fees. The incumbent will notify the Range Program Manager of delinquent accounts and generate cancellation notices to permittees as required by Northern Cheyenne Tribal Law ordinance or resolution. The employee monitors and reconciles administrative fees, range improvement fees and other special income funds designated by the Northern Cheyenne Grazing Board. The incumbent will map and/or provide training to the Range Program staff to utilize GIS technology to map invasive species, range unit boundaries, range improvements special geologic physical or biological features, document compliance and field inspections. The incumbent performs administrative duties as assigned by the Range Program Manager. The employee protects all trust asset information and all privacy information as required by federal and tribal law or policy. The employee will have a Montana governmental applicator's license to control noxious weeds in the range unit.

**Administers** federal grants from Equal Employment Opportunities Commission (EEOC) and fulfills contract obligations to TITL F VTI of the Civil Rights Act. **Administers** tribal programs and enforces requirements of the Northern Cheyenne TERO Ordinance and Regulations.

### **JOB CHARACTERISTICS:**

**Nature of Work:** Assists the Manager of Grazing and Range Resources with implementing relevant Tribal laws, policies and regulations pertaining to livestock grazing permit. The majority of work will be focused on processing and generating of invoices to grazing permittees and ensuring processing by the BIA for payments to the Tribe and Indian Money Account holder. The position will also assist in providing maps, GIS training to seasonal Compliance Specialists, and monitor and reconcile administrative fees range improvements fees. A top priority is protection of trust asset information and individual privacy governed by federal and Tribal law or policy.

**Personal Contacts:** Daily contact with Range Program employees and regular contacts with BIA Realty, Forestry Departments, Northern Cheyenne Grazing Board, Environmental Protection, Natural Resources Department, THPO, NRCS office and other federal, state, and Tribal agencies.

**Supervision Received:** This position is supervised by the Manager of the Grazing and Range Resources Program.

**Supervision Exercised:** No personnel supervision

**Essential Functions:** The position requires proficiency with computer software, TAAMS, GIS equipment, and map making. The Range Resources Tech requires the incumbent to have knowledge of the Tribe's Grazing Ordinance, Tribal Constitution, P.L. 93-638 law and regulations.

### **JOB REQUIREMENTS:**

#### **Knowledge:**

The incumbent can access TAAMS to encode administrative data to generate land schedules, invoices, grazing permits, approval or cancellation of grazing permits, release income to Indian landowner and to reconcile issues within the system. The employee has the initiative to contact the BIA, Office of Special Trustee, TAAMS contractors to resolve issues that may be encountered. The incumbent will request training on systems that may be required to utilize by the Annual Work Plan or federal administrative guidelines for program functionality and compliance. The employee has knowledge of the grazing permit system and interaction with the permittees, Range Resources Program, the Northern Cheyenne Grazing Board and the BIA Northern Cheyenne Agency Superintendent and staff. The incumbent is familiar with tribal procurement and contracting to expend funding for equipment, supplies, services and contracts. The employee has the knowledge to utilize and to train staff on GIS data collection, mapping and map generation to document compliance and field inspections required by the Annual Work

operate vehicles, horses, and equipment that may be required to complete field inspections and to assure compliance to permit requirements, standards and objectives.

## **JOB REQUIREMENTS:**

### **Knowledge:**

**Skills:** Skills in oral and written communication. **Skill** in use of computer (word processing, internet) GPS/GIS Systems and office machines (copier, calculators, typewriters, etc.). Performs various technical skills and office tasks, including using a planimeter in determining acreage from aerial photos, identify land in office and locate out in the field.

### **Abilities:**

Reading various types of maps (aerial, range unit, etc.) driving vehicles in all terrain and weather conditions and horseback riding, Ability to read and interpret legal contracts. Interpreting aerial photographs, identify land in office and locate out in the field using legal descriptions. Ability to identify and count livestock and read brands. Tact and assertiveness to deal with lessees, permittees and landowners.

### **Physical/ Background Checks:**

Successful applicant for employment is subject to a federal background check, drug and alcohol testing. Applicant must pass drug and alcohol test. Applicant must have no felony convictions involving crimes of violence, sexual or physical abuse of minors and drug offenses.

## **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Prepares, submits and maintains accurate and timely records and reports.
- Deals tactfully and courteously with the public and clientele.
- Observes work hours and demonstrates punctuality.
- Adheres to Tribal Personnel Policies and "Chain of Command".
- Establishes and maintains effective working relationships with program staff and federal, state and tribal agencies.
- Must agree to sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.
- Other duties as assigned.
- UNDER NO CIRCUMSTANCES WILL INCOMPLETE APPLICATIONS BE CONSIDERED. ALL PAPERWORK MUST BE BROUGHT/SENT TO THE NC HUMAN RESOURCE OFFICE.

## **EDUCATION AND EXPERIENCE**

Plan. The incumbent will perform, Knowledge of the Northern Cheyenne Tribal Constitution and Bylaws, Grazing Ordinance, Land Authority "Plan of Operations." Reservation, Tribal lease and permitting regulations contained in 25 CFR (166) - Grazing Permits, and other Federal, State and Tribal laws and policies.

**Supervisor Controls:**

The incumbent will receive supervisory guidance from the Range Resources Program Manager. The incumbent will consult to determine priorities, resolve issues and timelines for encoding, reconciling and generating TAAMS data to meet the Annual Work Plan requirements. Day to day work flow will be decided by the incumbent.

**Guidelines:**

The incumbent will be familiar with TAAMS encoding standards, GIS mapping standards and other tribal or federal data requirements in the Annual Work Plan. The employee is familiar with federal and tribal laws, rules, regulations and policy for performance of reconciliation and documentation of contract compliance and protection of trust asset information. The incumbent will request technical assistance and training from the Range Resource Program Manager, Northern Cheyenne Tribal Land Authority, the BIA Northern Cheyenne Agency Superintendent or the Office of Special Trustee to resolve any issues that may be encountered that develop from federal law, regulations or policy.

**Complexity:**

This position is time-sensitive to assure that income is provided to the Indian land-owners. This position is critical because of the data and privacy information that is available to incumbent and Range Resource Program Manager. This position requires a personal background check as required by federal, regulations or policy

**Personal Contacts:**

Contacts are with DOI- Bureau of Indian Affairs, Northern Cheyenne Tribal Lan Authority, other tribe programs, landowners, Federal and Montana State agencies and county governments and staff, and the public.

**Purpose of Contacts:**

The purpose of contacts is to receive and exchange information, provide technical assistance and information, and to clarify disputes and to solve problems.

**Physical Demands:**

Work is sedentary in nature, although substantial time must be spent in the field doing inspections, evaluations, and investigations. Additional travel demands are required to attend trainings and meetings. Walking, bending, riding horseback and extended travel and motor vehicle operating times are routine throughout the year.

**Work Environment:**

Most of the work occurs in the office setting. The incumbent occasionally is exposed to inclement weather, such as rain, hail, snow, and inclement weather while conducting field inspections and investigations. The incumbent must have a valid driver's license and be able to