

**NORTHERN CHEYENNE TRIBE**  
**TRIBAL HISTORIC PRESERVATION OFFICE**

**POSITION:** DATA/FILE CLERK

**SALARY:** \$13.00

(Temporary) (Part-time 25hr/wk.)

**DEPARTMENT:** Tribal Historic Preservation Office

**ACCOUNTABLE TO:** THPO Director

**OPENING DATE:** May 04, 2022

**CLOSING DATE:** May 11, 2022 @ 4pm

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:**

The Northern Cheyenne Tribal Historic Preservation Office serves as a regulatory office for compliance with pertinent tribal and federal laws in the management of cultural resources and historic properties, including but not limited to legislation such as: NHPA, NEPA, ARPA, AIRFA, NAGPRA and other relevant laws.

**JOB CHARACTERISTICS:**

**Nature of Work:** The incumbent will be responsible for organizing and filing paperwork for varying fiscal years, data entry, working with multiple software platforms, and greeting the public and directing visitors to appropriate staff, as well as other duties as assigned.

- Will organize, compile, and create a uniform file system that is orderly and efficient for streamlining processing of paperwork and project review research
- Proficiency in photocopying, faxing and e-mailing, 10-key calculator operation, note taking, etc.
- Must have the ability to complete multiple tasks in an accurate and timely manner
- Assisting staff with archiving technical documents, researching written literature and deciphering complex documents during project reviews and/or formal consultation.
- Data entry across varying software platforms to create a numerical log system.

**Supervision Received:** Supervision will be by the Director, or staff as delegated.

**JOB REQUIREMENTS:**

- **Requires** basic knowledge of cultural customs and protocols
- **Requires** some familiarity with tribal business operations, policies and governance
- **Knowledge and ability** to effectively and efficiently utilize computers, with experience in word processing, database and spread sheet programs, and electronic meeting formats such as: Microsoft Office Suite, Google Drive, Dropbox, PowerPoint, Zoom, etc.
- **Must** be able to read and interpret complex and technical documents, pay attention to detail, write clearly and concisely, and use technical language in written communications
- **Must** greet the public in person and via telephone with professional demeanor and etiquette at all times.
- Will **adhere** to a strict standard of confidentiality and professional code of conduct at all times

**Guidelines:** Guidelines governing daily operations include federal and state statutes in addition to tribal cultural ordinances, policies and protocol

**Physical Demands:** May require field visits that require walking, climbing or other physical exertion on varying topographic conditions. Must be able to lift 50 lbs. or more

**Work Environment:** partially sedentary and may requiring sitting for periods of times; will greet tribal, state and federal officials; will work with varying age groups and elderly; and may involve some out of town 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 **or** a combination of certified credentials related to office and records management experience demonstrating ability to effectively carry out duties
- Must be dependable and have reliable transportation
- **Must** adhere to strict standards of confidentiality and be willing to work as a team with staff and contractors at all times
- **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.