

NORTHERN CHEYENNE TRIBE
TRIBAL HISTORIC PRESERVATION OFFICE

POSITION: Project/Collections Assistant
(Part-time 30 hrs. week)

SALARY: \$15.00

DEPARTMENT: Tribal Historic Preservation Office

ACCOUNTABLE TO: THPO Director

OPENING DATE: May 4, 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 operates as a regulatory office for effective management of cultural resources and historic properties. This office was also established to ensure compliance with local tribal and federal laws and regulations, such as: CRPO (83), NHPA, NEPA, ARPA, AIRFA, NAGPRA and other pertinent tribal resource laws.

JOB CHARACTERISTICS:

Nature of Work: The incumbent will contribute to daily operations of the office by assisting the Director and delegated staff in coordinating and developing varying aspects of collections management, archival research, file research, media design, and assistance with curation of artifacts collections/ exhibits. The incumbent will also be expected to provide assistance in other areas when needed.

- Will assist with the development of a numerical archival collections management system.
- Will assist with organizing, labeling, filing, and storing sensitive and confidential documents into a comprehensive database

- The incumbent is responsible for cataloging and curation of collections
- Will compile relevant culturally significant literature and recording(s) of historical records and traditional cultural knowledge in written, mechanical, video and electronic formats.
- May be required to complete other tasks as delegated, which may include answering phones, sending correspondences, managing specific projects, and running errands.

Supervision Received: The incumbent will mostly work independently and be responsible for maintaining their own daily work requirements. Work will normally be accepted as technically accurate but will also be reviewed upon completion to ensure objectives are achieved.

JOB REQUIREMENTS:

Knowledge:

- **Requires** basic knowledge of Northern Cheyenne Tribal history and traditional cultural customs of the tribe (e.g. traditional/contemporary burial practices and other practices),
- **Basic** knowledge of tribal ordinances and federal historic preservation laws.
- **Knowledge and ability** to use computers, with experience in word processing, database and spread sheet programs, electronic communication formats, website development
- **Must** be able to write clear and concise correspondences and use technical language
- Professional demeanor and public service conduct is **required** at all times
- Basic knowledge of tribal business operations
- **Requires** attention to detail with strong verbal and written communication
- **Must** attend field visits with varying terrain and weather conditions when required

Guidelines: Guidelines include federal and state statutes regarding cultural resources in addition to tribal cultural ordinances, tribal policy and procedures. Incumbent must also become versed in NAGPRA and AIRFA laws.

Complexity: Work involves deciphering and filing complex documents from federal agencies that may include sensitive information requiring the highest standards of confidentiality. May be required to review and interpret complex information during project related reviews and other communication(s).

Physical Demands: The work is partially sedentary and **will** occasionally require field work with walking, climbing or other physical exertion on varying topographic and weather conditions. Must be able to lift 50 lbs. or more

Work Environment: Working conditions are partially sedentary office work; working with cultural artifacts and items; working with varying age groups and elderly; meeting and greeting various tribal, state, and federal officials; and will require 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:

- Minimum 2-year A.A. Degree in Native American Studies related field or combination of comparable combined education and work experience required to effectively carry out job duties
- Experience working in formal museum/curation facility setting preferred, but not required
- Basic understanding of media software platforms
- **Must** be dependable and have reliable transportation
- **Must** be insurable under Tribal auto insurance plan
- **Must** agree to and sign waiver for pre-employment drug testing
- Will be **required** to adhere to a strict standard of confidentiality and professional standard of conduct at all times.
- Will maintain proper professional demeanor and etiquette at all times while working with varying age groups
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.