
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



JOB DESCRIPTION

POSTED: MARCH 6, 2017 DEADLINE: MARCH 17, 2017

POSITION: THPO Technician/ Office Assistant

DEPARTMENT: THPO

LOCATION: Lac Vieux Desert Reservation

EMPLOYMENT: Full time

SALARY/PAY RATE: \$12.00 per hour

DESCRIPTION:

The Technician/ Office Assistant is responsible for assisting the THPO Officer in carrying out the responsibilities of the Tribal Historic Preservation Office including the clerical and administrative work.

RESPONSIBILITIES:

- Get mail and open mail daily
- Answer phones and greet clients and customers
- Answer Correspondence as directed
- Keep Calendar for THPO
- Attend Meeting as required
- Attend Trainings as required
- Other duties as assigned
- Enter all payments received into an Excel Spreadsheet and generate closure letters as directed.
- Maintain the Excel Spreadsheet and run reports daily for accounting with deposits
- Must have general knowledge and possess basic use of GPS mapping systems
- Must have the ability to effectively write a site monitoring report
- Participate in workshops, training sessions, conferences and other activities for the purpose of upgrading skills relevant to job duties
- Assist with grant writing preparation as well as grant reporting

- Know and understand how the following regulations apply to the Getegitigaaning Ojibwe Nation (LVD), the National Historic Preservation Act of 1966 as amended (NHPA), Archaeological Resources Protection Act 1979 (ARPA), American Indian Religious Freedom Act of 1978 (AIRFA), and the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) apply that knowledge in daily duties.
- Assist with Cultural Programming and Classes within the Department

MINIMUM QUALIFICATIONS:

- Ability to write and speak professionally
- Microsoft EXCEL experience and use is a must
- Ability to work with standard Computer Programming as well as GIS mapping software used for cultural resources inventories.
- Must demonstrate sensitivity to the traditions of the Getegitigaaning Ojibwe Nation and agree not to publish or otherwise distribute culturally sensitive information to the public without proper consent
- Knowledge and understanding of missions, organizational goals and objectives of the Tribal intent for historic preservation and cultural resource management program.
- Native American studies and specific training in database management required
- Must have Drivers' License or be able to obtain one within 60 days of being hired. The applicant must be insurable under the tribes' insurance as well and must pass a background check as well as a pre-employment drug test and be bondable

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: March 3, 2017