



Shoshone Tribe  
Human Resource Dept.  
P.O. Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005, Ext. 160  
Fax: (307) 332-9883

## NOTICE OF EMPLOYMENT

**POSITION:** Consultation Review Officer  
**DEPARTMENT:** Tribal Historic Preservation Office  
**SUPERVISOR:** Historical Preservation Director  
**SALARY:** DOE  
**OPENING DATE:** June 18, 2018      **CLOSING DATE:** July 18, 2018

### GENERAL STATEMENT:

This position reviews and assists with proposed archaeological, architectural, and historical research projects within the Eastern Shoshone Tribes aboriginal lands as it pertains to section 106 of the National Preservation Act., including environmental impact statements and environmental assessments that have been submitted by federal agencies or their agents.

### DUTIES AND RESPONSIBILITIES:

- Identifies federal compliance responsibilities from information provided by federal agencies on proposed projects.
- Determines effects that may occur to archaeological and historic properties as a result of project implementation.
- Uses historic property inventories, property location maps, and history to determine need to conduct archaeological, architectural, or historic surveys and to evaluate historic properties for significance.
- Formulates and provides recommendations to agencies and developers establishing the State Historical Preservation Office's (SHPO) opinion of project effect and how to avoid affecting historic properties.
- Advises agencies on legal responsibilities under Federal and State preservation laws; responds to inquiries and provides guidance, clarification and recommendations concerning historic preservation compliance with Section 106 of the National Historic Preservation Act of 1966.
- Review consultation requests through online Federal Communications Commission Tower Construction Notification System (FCC TCNS) in response to notices of proposed tower construction project and Positive Train Control (PTC) pole locations
- Monitor and finalizes consultation project records Tribal 106 consultation management system to verify uploaded project statuses on a daily basis.
- Oral and written communication with internal employees, external customers, and pertinent tribal, federal and state agencies.

- Maintain internal filing of all correspondence related to FCC, TCNS and PTC programs
- Maintains compliance review files and computer databases.
- Reply to email correspondence, letters, and memos in a timely manner.
- Complete consultation reviews in a timely manner.
- Duties and responsibilities will include other and areas as needed to carry out the functions of the position.

**QUALIFICATIONS:**

- Must have High School Diploma/GED
- Bachelor Degree in History, Anthropology, Native American Studies, or Museum Studies or 5 years relevant experience.
- Must have valid driver's license and be insurable through the Tribes insurance carrier.
- Must be computer literate and proficient in using Windows Office, Data Base and common internet browsers.
- Must demonstrate ability to conduct comprehensive historical research, including interpretation of historical documents, mapping and data pertaining to the Eastern Shoshone Tribe.
- Must have a clear understanding of the customs and traditions of the Eastern Shoshone Tribe.
- Knowledge of federal laws, regulations and polices with the National Historic Preservation Act, the National Environmental Protection Act, and other cultural resource laws, and statues.
- Must demonstrate the ability to work cooperatively with federal and state agencies, tribal department, non-governmental programs and tribal members.
- MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment

## **APPLICATION REQUIREMENTS:**

Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.

Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [peaglehawk@easternshoshone.org](mailto:peaglehawk@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.

Supporting documents are Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.

Applicants who have a current application with supporting documents on file must submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**

Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified Federally Recognized Indian tribal members and then other qualified candidates. In order to obtain consideration for Eastern Shoshone tribal member or Indian preference, applicant must submit a copy of a Tribal Enrollment card or CIB to verify enrollment.

Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

Applicants being considered for employment will be required to pass an alcohol and drug testing and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe.