



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Tribal Historic Preservation Operation Field Technician
DEPARTMENT: Tribal Historic Preservation Operation Field (THPO)
SUPERVISION: Tribal Historic Preservation Operation Director
SALARY: Depending on Experience
OPENING DATE: July 10, 2023 **CLOSING DATE:** August 10, 2023

POSITION SUMMARY:

This position is responsible for registering and updating information into the GIS Cultural Databases. Researching and verifying geographic data as needed for ESTHPO related projects and sites out in the field. Manage data collections with proposed archeological, architectural, and historical research projects within the Eastern Shoshone Tribes aboriginal lands as it pertains to sections 106 of the National Preservation Act. Including environmental impact statements and environmental assessments that have been submitted by federal agencies to their agents.

DUTIES AND RESPONSIBILITIES

- Identifies federal compliance responsibilities from information provided by federal agencies on proposed projects.
- 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.
- Entering new data into the ESTHPO GIS Cultural Database.
- Researching and verifying geographic data.
- Drawing maps using GIS computer software.
- Collecting field data utilizing GPS data collectors.
- Entering GPS data into workstation.
- Compiling reports using all vehicle GIS and GPS data sources.
- Maintaining the GIS database and troubleshooting data issues.
- Traveling to cultural sites and other THPO related areas to conduct land surveys.
- Basic knowledge of traditional properties.
- Duties and responsibilities will include other areas as needed to carry out the functions of the position.

QUALIFICATIONS:

- Must have High School Diploma or GED equivalency.
- Bachelors degree in Geographic Info Science, Computer Science or 5 years relevant experience.
- Proficiency in mapping design software such as ArcGIS online and other ESRI based products and or open source.
- Must demonstrate ability to conduct comprehensive historical reserch, including interpretation of histoircal document, mapping and data peratinign to the Eastern Shoshone Tribe.
- Common knowledge of federal laws regulations and policies with the National Historic Preservation Act the National Environmetnal Protection Act and other cultural resource laws and statuses.
- Must domonstrate the ability to work cooperavily with federal, and state agencies, tribal departments, non- governmental programs, and tribal members.
- Ability to work as a team.

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.
- Applicants that state “See Resume“ for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to rferris@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** 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. 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. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- 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 test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AD MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS,

CONVERSATIONS. ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.