



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

NOTICE OF EMPLOYMENT

POSITION: Archives Assistant
DEPARTMENT: Eastern Shoshone Tribe Archives Department
SUPERVISION: Eastern Shoshone Tribe Archives Director
SALARY: \$18 p/h
STATUS: Permanent Full-Time
OPENING DATE: October 11th, 2023 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

This position is under the direct supervision of the Eastern Shoshone Tribe Archives Department and duties will consist mostly of documenting and preserving tribal history. Duties include sorting, categorizing, organizing, filing, updating records, tracking, re-boxing, data input, moving, cleaning, maintaining logs, and completing archives training applicable to their scope of work. The employee will participate in online archives workshops to improve his or her knowledge of archives and best practices. This position is ideal for someone who has an excellent ability to focus on organizational principles, problem solving, accuracy, thoroughness, and can work independently in a temperature-controlled room. Experience in handling tribal artifacts or historical documents is preferred but additional professional learning tools can be provided.

DUTIES AND RESPONSIBILITIES

- Maintains archives classification system.
- Collaborates with department head to improve classification system.
- Assist in writing and managing grants intended to improve tribal archives.
- Sorts, classifies and codes materials for digital filing.
- Receives and processes transferred records in accordance with established schedules.
- Files and labels various media.
- Prepares new files within file classification plan.
- Accesses, compiles, gathers and issues requested files, records, or media.
- Ensures that only authorized personnel have access to records.

- Maintains accurate spreadsheets and logs.
- Maintains records and storage containers.
- Ability to learn new software
- Processes obsolete records for destruction, in accordance with retention policies and established procedures.
- Communicates effectively regarding daily activity to Supervisor.
- Performs clerical duties as needed.
- Ensures confidentiality and security of equipment and information.
- Keeps a log of progress with inventory projects.
- Assists the public when necessary.
- Responds to inquiries and outgoing correspondence.
- Conducts customer transactions when applicable.
- Established goals and objectives.
- Assists in coordinating Archives workshops, classes or events hosted by Archives Dept.
- Develop and execute digital preservation workflows that meet collection and user needs.
- Collaboratively establish preservation priorities.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

Degree in Archival or library science; or minimum of 2 years of college/experience focused on Archives, museums, history, records management, administrative management, computer technology, and/or library science; Minimum of 2 years of field work experience.

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.