



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

COMPLIANCE OFFICER TRAINEE

Position Description

Opens: March 14, 2019 Closes: March 20, 2019			
Department:	Executive Direction	Reports to (title):	Tribal Historic Preservation Officer
Job Code:	N-10	Job Location:	Bois Forte Heritage Museum – Vermilion
Pay Range:	Min: \$15.64 Mid: \$19.545 Max: \$23.45	Supervises:	None
Hours/week:	24	Classification:	Non-Exempt
Type of Position:	Part-Time	Effective Date:	07/01/2018
		Revised Date:	07/01/2018

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Compliance Officer Trainee will research, protect, preserve, and educate others about the Bois Forte Band’s cultural resources and history.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Locates and verifies archaeological sites and cultural places.
2. Uses basic scientific and systematic procedures to identify, evaluate, and document cultural resource areas.
3. Helps prepare maps, inventories, reports, and records relative to the cultural resource sites.
4. Performs examinations of road, timber sales, recreation, and other areas where cultural materials and places may be subject to damage and destruction.
5. Advises others on the identification and preservation of cultural resources.
6. Reviews reports and samples to determine the importance of a cultural place and how to mitigate potential effects.
7. Maintains inventory of cultural sites.
8. Makes presentations to the public and others about cultural resources.
9. Develops programs to preserve cultural resources.
10. Involves both field and office work.
11. Work in the field often requires walking and climbing over rugged terrain under adverse conditions and prolonged exposure to hot and cold weather.
12. May require carrying loads of up to 40 pounds.

Position Description

13. Protective equipment may be required under certain circumstances. Otherwise, there is little threat of personal danger or risk.
14. Local travel is required; travel outside the state is very limited.
15. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Natural and/or Cultural Resources Management |
| Education: | <ul style="list-style-type: none">• Associates Degree (or equivalent combination of experience and education) to include courses in Native Studies, History, Anthropology, or Archaeology. |
| License/Certification: | <ul style="list-style-type: none">• None |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of Anishinabe culture• Ability to communicate with diverse groups of people.• Strong personal computing skills.• Ability to multi- task and able to work under pressure, manage multiple demands on time, and complete projects within timeframe and budget.• Ability to write clearly and cogently in order to respond to correspondence and requests for information on cultural resources.• Must pass a pre-employment drug and alcohol test and background check.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Bachelor's Degree (or equivalent combination of experience and education) to include 3 semester hours in each of the following: history or archaeology; archaeology of a major geographical area; regional archaeology; archaeology cultures or sites in a specific part or portion of a major geographical area; theory and methods of archaeology; and archaeological field school.
- Minimum of two (2) years of relevant prior experience in archaeological principles, methods, and techniques of field survey, testing, excavation, typology, classification, sampling, and analytical techniques.
- Participation in an archaeological field school to provide a basic understanding of theoretical and practical approaches to research design implementation, field preservation techniques, and report preparation by participation in actual fieldwork.
- Evidence of formal classroom training in ojibwe culture, language, and society may represent a partial substitution for the 4-year degree.

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WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.