

# SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

**JOB TITLE:** TRIBAL HISTORIC PRESERVATION OFFICER ASSISTANT  
**DEPARTMENT:** THPO  
**SUPERVISOR:** THPO/ DIRECTOR  
**STATUS:** NON-EXEMPT/HOURLY

## Summary

The Primary responsibility of the Tribal Historic Preservation Officer Assistant is to ensure the structured and accurate work done within the Tribal Historic Preservation Department. Assist the work done by all staff of the Tribal Historic Preservation Office. Ensures that the three (3) important and distinct functions that the Sauk-Suiattle Tribe has assumed from the Washington State Historic Preservation Office (SHPO) are performed and recorded for year-end reporting to funding sources. In addition, this position ensures the professional surveying of sites, landscapes, and cultural resources significant to the Sauk-Suiattle Indian tribe and helps to mitigate any federal, state, tribal, local, and privately-owned undertaking that may cause adverse effects to significant cultural resources.

## Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review, update and create family history reports for assigned families.
- Learn Section 106 of the National Historic Preservation Act (NHPA, 36 CFR Part 800) roles and responsibilities.
- Assist THPO in the survey and inventory of sites, landscapes, and buildings within the reservation and the consolidated boundaries of the Sauk-Suiattle Indian Tribe.
- Assist in the repatriation of sacred objects of significance to the Sauk-Suiattle Indian Tribe located within federal, state, local, tribal, and private collections.
- Assist in the development and management of a Sauk-Suiattle Tribal Register for Cultural and Historic Places and updating the relevant WISAARD (Washington state's digital repository for architectural and archaeological resources and reports) files.
- Assist in responsibilities of the National Register and nominations to the National Register
- Assist in grant-required reports are finished and delivered on time to funding entities.
- Learn to gather GIS data of Traditional Cultural Properties, sites, landscapes, etc.
- Assist in the review of all incoming correspondence from site developers to monitor for impacts to Tribal Cultural affinity and properties.
- Learn GIS mapping and GPS unit operation; sacred sites will be mapped and maintained in strictest confidentiality.
- Provide support services to the THPO staff with a focus towards learning, recording,

assessing, and organizing cultural information and activities for the Sauk-Suiattle Tribal Community.

- Studies cultural and historic documents to build the knowledge of Sauk-Suiattle cultural resources, identified and unidentified sites.
- Review data using GIS mapping, oral history transcriptions, site explorations, photography, archival records maintenance, and onsite computerized digitization of cultural projects or documentation.
- Assist THPO staff to ensure work gets completed in a timely manner.
- Assist in the gathering of cultural resources needed for traditional practices. (Cedar, roots, berries, wool, and other cultural resource product needs)
- Travel to various Federal, State, Local, and Private archive collections and participate in appropriate trainings.
- Advance cultural knowledge and skills to teach others of the Sauk-Suiattle Indian Tribe.
- Work to include the Tribal Natural Resource Department when projects may impact natural resources significant to the Sauk-Suiattle Indian Tribe.
- Enforce Tribal ordinances regarding cultural and natural resources.
- Other duties as assigned.

### **Qualifications**

- High School diploma or GED.
- Must have administrative clerical support experience.
- Must learn strong organizational skills.
- Must be willing to learn thorough understanding and knowledge of legal and archival documents.
- Must understand filing of records for maintenance or storage.
- Must be willing to obtain training specific to Tribal Cultural Properties Protection and management of resources.
- Must have operational knowledge of GPS, audio, photography, video, and any other equipment necessary to perform and complete the objectives of the department.
- Must be willing to advance cultural knowledge to assess potential cultural sites and resources.
- Knowledge of culturally modified trees, plants, potential rock shelters, camp sites, gathering sites, allotment sites, religious sites, or other resources.
- May participate in Lushootseed Language classes to advance language knowledge.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Word Processing and Spreadsheet Software. Must be familiar with and/or willing to learn how to use computer software to record sound and video; computerized scanning and records storage; field transcription of oral history recordings and photography or slides.

### **Certificates, Licenses, Registrations**

Current Washington State driver's license required. First Aid,

### **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee must be willing to work in any weather condition. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

### **Culturally Sensitive**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

### **Drug Free Workplace**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

### **Background Check**

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.**