

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

Job Title: Cultural Resource Technician
Department: Cultural Resource Department
Supervisor: Cultural Resource Director
Status: Non-Exempt/Hourly

Summary

Provide support services to the Cultural Resources Department with a specific focus of learning, recording, assessing, and organizing cultural information and activities for the Sauk Suiattle Tribal Community. The Cultural Resource Technician will assist with GIS mapping, oral history projects - transcriptions, site explorations, photography, archival records maintenance, and onsite computerized digitization of cultural projects or documentation.

Essential Duties and Responsibilities

- Willing to learn GIS mapping.
- Basic knowledge to teach cultural projects and represent the Sauk Suiattle Indian Tribe's history and culture.
- Interest and commitment to learn Sauk Suiattle cultural resources and recording of potential site identifications.
- Basic knowledge of records management.
- Basic Microsoft office knowledge and skills – specific knowledge for the use of word, excel power point and publisher.
- Familiarity with other software programs to enhance language curriculum (media players, audacity, and scanners).
- Willing to advance cultural knowledge and skills to teach others of the Sauk Suiattle Indian community.
- Willing to travel to various Federal, State, local or private archive collections and participate in appropriate training.
- Will observe cultural protocol in all activities, cultural projects, and events.
- Be available to help with language camps or cultural camps for the Sauk Suiattle Indian community.
- Work closely with all Sauk-Suiattle Indian Tribal departments, with emphasis on the Cultural Committee and the Natural Resource Department.
- Participate in Lushootseed language classes.
- Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

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.

Education and/or Experience

- High School diploma or GED.
- Must have administrative clerical support experience.
- Must have strong organizational skills.
- Must have basic understanding and knowledge of legal and archival documents.
- Must have understanding of filing of records for maintenance or storage.
- Must be willing to obtain training specific to archival records retention and maintenance.
- Must have operational knowledge of audio, video, and any other equipment necessary to perform and complete the objectives of the department.
- Must be willing to advance their cultural knowledge to access potential cultural sites and resources.
- Willing to learn the Lushootseed Language

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 willing to learn how to use computer software for recordings, like audacity and other digitized systems; computerized scanning and records storage; field transcription of oral history recordings and photography or slides. Must be willing to learn and develop skills for the use of audio and recording equipment.

Certificates, Licenses, Registrations

Current Washington State driver's license required.

First Aid, CPR and Blood Borne pathogens training required.

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 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

The 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.