

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-37**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: General Laborer – Cultural Resources (2 positions) - **Temporary**
OPENING DATE: June 30, 2017
CLOSING DATE: Open Until Filled
DEPARTMENT: ENRD/Tribal Historic Preservation Office
SALARY RANGE: NE-5; \$20,384 - \$30,576

Position Summary:

Under direct supervision of the THPO Program Manager and/or Advisory Committee, assists with the general duties and mission of the springs inventory project. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Makes field visits to selected springs to conduct inventory according to protocol determined by the US Forest Service.
- Navigates to and/or finds inventory sites using GPS/GIS systems.
- Transports hand tools and equipment needed to complete cultural inventory.
- Assists in the collection and inventory of cultural resources at identified prioritized springs.
- Assists in the physical clearing or cleaning areas around springs for cultural assessment.
- Assists with data entry and the preparation of reports and articles for the program deliverables.
- Contributes to discussion with the THPO Advisory Committee regarding ecological knowledge and cultural resource and ethnographic information.
- Observes safety rules, and ensures and maintains a safe work environment.
- Performs other duties as required.

Minimum Qualifications:

- High School diploma preferred.
- Demonstrated experience with computer software including Microsoft Office programs required.
- GPS/GIS experience preferred.
- Knowledge of cultural relevance of springs to the Laguna culture preferred.
- Fluency in the Laguna language highly preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The General Laborer–Cultural Resources is designated at a Low Risk Public Trust (LRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of and skill in use of GPS/GIS equipment, processes, and procedures sufficient to carry out essential duties.
- Ability to understand and follow oral instruction.
- Ability and skill in use and safe operation of hand tools and/or electric tools.
- Ability and physical stamina to perform labor intensive duties.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Skill in computer use, including Word, Excel, and data entry sufficient to carry out essential duties.

Physical Demands:

While performing the duties of this job, the employee is consistently required to stand; walk; use hands and fingers to handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit. The employee must be able to lift and/or move up to 80 pounds utilizing appropriate safety measures.

Work Environment:

Work is performed outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking on uneven surfaces or unstable ground is required. Safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed on a regular basis. Exposure to potentially dangerous situation is present with the use of hand tools and/or electrical tools. Travel to remote sites is required.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES