

PERSONNEL

**CHEYENNE & ARAPAHO
TRIBES**

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222



*****VACANCY ANNOUNCEMENT*****

Program: Land Management Office-Land Buy Back Program

Position: Land Tech

Reporting to: Land Management Program Manager

Classification: Non-Exempt

Issued: November 29, 2016

Closing: Until Filled

Overview: The Land Tech, under the direct supervision of the Land Management Officer and/or Land Management Program Manager, will be responsible for assisting the Land Management Office and Program Manager in managing the activities of the Land Management Office and Land Buy Back Program.

Work Schedule

- Monday through Friday, 8am-5pm, 40 hours a week, mandatory rotating lunch duty
- May require attendance to various events as assigned/required to include evenings and weekends
- Request to be scheduled off a specific day requires advanced notification and approval by Program Manager per personnel policy. Attendance is priority.

Essential Duties and Responsibilities

- Maintains an up to data file management system for all office functions to include: vendor files, all incoming and existing LMO documents, and any other LMO files per LMO Policy and Procedure and in accordance with Federal Regulations
- Maintain inventory of all existing land owned by the Cheyenne & Arapaho Tribes and all allottees within the Cheyenne & Arapaho Tribal jurisdiction as well as undivided interest owned by the tribal members

- Research and assist Land Management Resource Specialists in locating those individuals listed as (WAU) and corresponding with landowners.
- Assist in creating and maintain a database of interested sellers
- Greet and assist all visitors in a courteous manner
- Answer phones, record messages accurately
- Efficiency, timeliness, and regular attendance is the highest priority.
- Perform other duties as assigned and cross training as needed
- GIS Mapping
- Provide secretarial and administrative support in order to ensure effective and efficient office operations per LMO Policy and Procedures, Personnel Handbook policies and all tribal Financial policies
- Direct calls to appropriate staff and respond to inquiries
- Must be able to provide general information as it pertains to the LMO
- Will maintain strict department security, confidentiality with the highest standard of professionalism
- Perform other duties as assigned including attending all Outreach events
- Regular attendance to all Outreach events is mandatory

Physical Job Requirements

- Sit and/or stand continuously and perform job functions for a full shift with rotating lunch breaks.
- Requires bending, twisting, reaching, climbing stooping, crouching, kneeling lifting, and pulling.
- Move objects up to and exceeding 25lbs. with reasonable accommodations.
- Office environment with some travel required

Education and Experience

- Associate's degree and/or business office work experience equivalent of two years in related field
- Working knowledge of computer software programs such as Microsoft Office Tools experience; knowledge of computer systems and/or communication systems to include ArcGIS, ESRI and any other Land Management software
- Oil & Gas, Natural Resource, Land Management and GIS experience preferred
- Excellent verbal and written communication skills
- Ability to build relationships through strong interpersonal skills
- Cheyenne and Arapaho preference will be considered. Native American preference. Must be able to pass background check as necessary.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at:

www.c-a-tribes.org