



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Clerk II
Department: Cultural Center
Supervised by: Cultural Center Director
Pay Range: T-4 \$14.42 - \$20.19 (\$29,993.60 - \$41,995.20 annually) DOQ
FLSA Regular, Part-Time or Full Time, Dependent on Grant funding

Position Summary: An experienced professional to assume the position as the Clerk II with the Owens Valley Paiute and Shoshone Cultural Center and Tribal Historic Preservation Office. This position is a combination of responsibilities that are both in the field of cultural resource and museum services, with a goal of caring for, managing, and preserving the tribe's museum collections, archives, documents and resources. Under the general supervision of the Cultural Center Director, the Clerk II will help prepare documents, reports, and help with the daily operations of museum repository, collections and archival work. The Clerk II will also assist the THPO office in daily programmatic tasks and project. This position is generalized as it is grant-based and maybe adjusted to specifically fit a certain project or goal, depending on funding source.

Responsibilities:

- Assist Tribal Historic Preservation Office with CRM documents and report preparation.
- Assist Tribal Historic Preservation Office with programmatic role of phone calls, emails, meetings, supply purchasing and correspondences.
- Assist Tribal Historic Preservation Office program travel and THPO committee reports.
- Assist Museum staff with the organization and maintenance of Museum Collections, Archives and Documents.
- Assist Museum and THPO staff with in-coming/out-going loans and temporary collection holds.
- Maintain program discretion and confidentiality when handling sensitive material and projects.
- Ability to answer basic reference questions as it relates to the Museum and THPO program.
- Help maintain and enhance the Museum's permanent and interpretative exhibits as relates to the grant project.
- Assist, design, and develop teaching materials as it relates to the grant project.
- Effectively coordinate, implement, and help report as it relates to the grant projects.
- Become familiar and help create and update Collections policies and procedures as it relates to the grant project.
- Perform all other duties as assigned or required.

Supervisory Responsibilities: None

Education and Experience:

- High School Diploma or GED is required
- Must have a minimum of one (1) year of experience in museum studies, records, collections, or library and research.

Clerk II – Cultural Center

Approved by Tribal Council 3/2/2021

- Associate degree preferred with one (1) year of related work experience; or at least three (3) years of related work experience.
- Must have experience and be proficient in various computer programs and technology.
- Detail oriented, team player, and able to multiple tasks.
- Knowledge of best practices and archival standards is preferred.
- Physical Demands: The duties of this job include sitting, standing, bent over, kneeling, and lifting or moving objects up to 20lbs.; climbing stairs, and walking over varied terrain, rotating from one office to another when needed.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute Cultural.
- Must have the ability to work with people from diverse Cultural, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.