



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Land Use/Field Assistant  
**SUPERVISOR:** Director of Land Management  
**LOCATION:** Land Management department  
**POST DATE:** March 1, 2019  
**CLOSING DATE:** March 15, 2019

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**General Description:** This position is located within the Land Management Department to assist in providing Land Use and field services on the LDF reservation. The LUA/Field Asst. is under direct supervision of the Director of Land Management. This position will provide services related to the Tribal Land Use Application (LUA) Process and will provide most field services as needed for the Lac du Flambeau Land Management Department.

**Qualifications:** High School Diploma or Equivalent is required. Must have working knowledge of a compass and utilizing land surveying equipment. Have a working knowledge of mapping applications, GIS/GPS applications and equipment etc. or be willing to obtain this specialized training.

**Salary:** \$12.00-\$14.00 per hour/ Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Land Use/Field Assistant

**B. DEPARTMENT:** Land Management Department

**C. SUPERVISOR'S TITLE:** Director of Land Management

**A. D. DESCRIPTION OF DUTIES:** This position is located within the Land Management Department to assist in providing Land Use and field services on the LDF reservation. The LUA/Field Asst. is under direct supervision of the Director of Land Management. This position will provide services related to the Tribal Land Use Application (LUA) Process and will provide most field services as needed for the Lac du Flambeau Land Management Department. Specific duties include but are not limited to:

1. Assists or independently conducts field inspections for purposes such as, but not limited to lease compliance, Rights of Ways and Real Estate Checklist Reviews.
2. Obtain, organize and enter all necessary information for the on-line Land Use application process from applicants.
3. Maintain on-line LUA process and maintain accurate off line LUA Register.
4. Primarily responsible for the field site review of leasing/development applications for their completeness prior to processing individual requests for the land use application review process.
5. Responsible for locating and marking accurate property lines and or markers.
6. Assists or independently establish or reestablishes accurate Right of Ways.
7. Utilizes field equipment in order to carry out fieldwork activities.
8. Assists director of Land Management/Project Representative in conducting on site project monitoring on an as needed basis.
9. Temporary assume the duties of other Land Management Department staff as needed.
10. Attend meetings/trainings as directed by the LMD Director.
11. Other duties as directed by Director of Land Management.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Work closely and under the supervision of the Director. This position will also be working in cooperation with the LMD Admin/Leasing Assistant
2. **External:** Will work closely with other Tribal Departments and staff through the Land use application process. Work with tribal and non-tribal individuals through the intake and processing of land use applications. Will also work with non-tribal entities including but limited to the Town of LDF staff, utility companies, etc. and other

government organizations such as BIA, other counties and sometimes the Department of interior staff.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Works independently with direct supervision from the Director of Land management.

**H. EDUCATION:** High School Diploma or Equivalent is required.

**I. EXPERIENCE:** Must have working knowledge of a compass and utilizing land surveying equipment. Have a working knowledge of mapping applications, GIS/GPS applications and equipment etc. or be willing to obtain this specialized training.

**J. SKILLS:**

1. Previous computer experience is required.
2. Must be physically fit and able to complete field work activities.
3. Must be good at problem solving.
4. Must have good reading and organizational skills.
5. Must be willing to work flexible hours if need be.
6. Must be able to multitask.
7. Must be able to maintain confidentiality as needed/required.
8. Must be able to attend training/meetings as required.
9. Ability to inform and communicate effectively either orally or in writing with individual applicants, other programs and outside entities.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Conditions would be split between office conditions and fieldwork on the LDF Reservation.
2. **Exposure to Hazards:** Some possible hazards include inclement weather conditions and possible field hazards.
3. **Physical Requirements:** Must be physically fit to be able to inspect field sites and be able to complete required computer duties.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Land Use/Field Assistant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians

**N. SIGNATURES:**

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**Employee**

**Date**

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**Manager**

**Date**