

The logo for Karuk Community Development Corporation features the company name in white serif font on a blue background. The text is arranged in three horizontal bands: 'Karuk' on the top band, 'Community' on the middle band, and 'Development Corporation' on the bottom band. The bands are separated by white triangular shapes pointing towards each other, creating a central white space.

Karuk
Community
Development
Corporation

JOB VACANCY

Title: Archaeological / Cultural Resources Technician

Reports To: Director of Natural Resources, THPO

Location: Somes Bar / Orleans

Salary: \$14-18 per hour DOE

Summary: Under the supervision of the THPO, the Archaeological / Cultural Resources Technician will be responsible for conducting field surveys. As a team member, the incumbent is responsible for carrying out archaeological / cultural resources field surveys and associated office work as needed by DNR. Duties involve field work involving evaluation and data recovery on historic and prehistoric sites. There will be no excavation. There will be some writing of technical reports or portions thereof; training will be provided.

Classification: Full Time, Seasonal, Non Exempt

Job Posting Closes at 5PM, March 25, 2015

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: jphelps@karuk.us

Karuk

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Community**

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POSITION DESCRIPTION

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Responsibilities:

1. Assist with field surveys for evidence of occupation, land use, subsistence and ceremonial practices, and interpret the surface of the land to answer archaeological / cultural resources questions.
2. Conduct archaeological background research and pedestrian field surveys to determine whether archaeological / cultural resources may be present within a project area.
3. Collect, analyze, and interpret GPS and GIS mapping data in the investigation of archaeological / cultural resources questions.
4. Prepare written technical memos and reports about archaeological cultural resources.
5. Record field conditions and fieldwork with photography and videography.
6. Assist in the collection / management of site specific archaeological / cultural resource information.

7. Prepare and submit summary reports outlining activities undertaken specific to each position related funding source as requested.
8. Shall be available for local and out of the area travel as required for job related training.
9. Shall attend all required meetings and functions as requested.
10. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Degree or significant college level study in Archaeology, Anthropology, Native American Studies, or related field preferred. Some experience in field work desired.
2. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
3. Proficient in performing archaeological / cultural resources field surveys, reading topographic maps, GPS data collection, maintaining GIS Data, and carrying out other field mapping and data collection.
4. Possesses strong computer skills with programs such as, but not limited to, Microsoft Office.
5. Possesses ability to work as a member of a team.
6. Possesses solid writing skills for preparation of datasheets and technical reports.
7. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Basic knowledge of the traditions, culture or history of the Tribes of Northwestern California.
2. Demonstrated ability to work within Native American Communities.
3. Basic knowledge of the principles and practices of archaeological / cultural resources identification.
4. Some understanding of California and Native American archaeology / cultural resources identification.
5. Demonstrated writing/editing skills.
6. Attention to detail in data collection and input.
7. Demonstrated flexibility, firmness, and a calm demeanor in potentially physically stressful situations.

8. Ability to lift and move equipment and supplies weighing up to 30 pounds, to walk long distances, to engage in sustained physical labor, and to work outdoors.
9. Basic graphic design and photography skills. GIS / GPS skills preferred, but not required.
10. Must adhere to confidentiality and HIPAA policies.
11. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
12. Must possess a valid driver's license, good driving record, reliable transportation and be insurable by the Tribe's insurance carrier.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: 1-22-15; revised 2-11-15

KCDC Chairperson Signature: _____

Chairman's Signature: _____

Employee's Signature: _____