

The logo for Karuk Community Development Corporation features the company name in a blue serif font, centered within a decorative blue and white geometric pattern of overlapping triangles and horizontal bars.

Karuk

Community Development

Corporation

Emergency Vacancy Announcement

The Karuk Community Development Corporation is now accepting applications for the position of:

On-Call

Archaeological / Cultural Resources Technician
(\$14.00 - \$18.00 per hour, depending on experience)

On-Call, Full-Time, Regular, Non-Exempt

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. Writing of technical reports or portions thereof will be required; training will be provided.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO) Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than 5pm, Thursday, August 18, 2016

POSITION DESCRIPTION

Title: Archaeological/Cultural Resources Technician

Reports To: Karuk Tribe THPO or Designee

Location: Orleans/ Somes Bar

Salary: \$14.00 to \$18.00 per hour DOE

Classification: On-Call, Full-Time, Regular, Non-Exempt

Summary: 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. Writing of technical reports or portions thereof will be required; training will be provided.

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.

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9. Shall attend all required meetings and functions as requested. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
2. Proficiency 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.
3. Strong computer skills with programs such as, but not limited to, Microsoft Office.
4. Demonstrated ability to work as a member of a team.
5. Solid writing skills for preparation of datasheets and technical reports.
6. Demonstrated ability to understand and follow oral and written instructions.
7. GIS/GPS skills preferred, but not required.

Requirements:

1. Education: High School diploma. Some experience in field work desired.
2. Basic knowledge of the traditions, culture or history of the Tribes of Northwestern California.
3. Basic knowledge of the principles and practices of archaeological / cultural resources identification.
4. Understanding of California and Native American archaeology / cultural resources identification.
5. Ability to lift and move equipment and supplies weighing up to 30 pounds, walk long distances, work outdoors, and engage in sustained physical labor.
6. Basic graphic design and photography skills.
7. Must adhere to Karuk Tribe Confidentiality and all other Tribal policies as outlines in the Karuk Personnel Policy Manual.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

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Indian Preference Policy: In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

KCDC Approved: 4/27/2016 revised 8/4/2016

Council Approved: 4/28/2016 revised 8/4/2016

Position Posted On: 8/8/2016 11:37 AM