
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Archaeological/Cultural Resources Technician

Reports To: Karuk Tribe THPO or Designee

Location: Happy Camp, Ca

Salary: \$14.00 to \$18.00 hour, depending on experience

Classification: Temporary, 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 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. This position requires working in partnership with Klamath National Forest staff under the supervision of the Karuk THPO or designee.

Application Deadline: June 3, 2016 by 5:00 pm

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 Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322,
Email: dlbernal@karuk.us

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. 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 with flexibility, firmness, and a calm demeanor in stressful situations.
5. Solid writing skills for preparation of datasheets and technical reports and attention to detail in data collection and input.
6. Demonstrated ability to understand and follow oral and written instructions.
7. GIS/GPS skills preferred, but not required.
8. Shall have passed Federal agency requirements for working in the project area

Requirements:

1. Degree or 2-years college level study in Archaeology, Anthropology, Native American Studies, or related field. 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 outlined 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.
9. Must possess a valid driver's license, have a clean driving record, reliable transportation, and must 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.

KCDC Board Approved: 4/27/2016

Council Approved: 4/28/2016

KCDC Chairperson Signature: _____

Chairman's Signature: _____

Employee's Signature: _____