
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: Cultural Resources Technician (CRT) II

Reports To: Tribal Historic Preservation Officer (THPO) or designee

Assigned Office Location: Orleans, CA

Classification: Full Time, Regular, Non- Exempt

Rate: \$21.54-\$27.13 per hour/DOE

Summary: The Cultural Resources Technician II is a grant funded full-time position that works under the supervision of the THPO/ Archaeologist or designee, to carry out grant/assignment related technical duties. The CRT II works with partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources 'and partner organization's obligations. This position may serve in the capacity of Natural Resources Technician II, as needed and when qualified, so long as efficiencies in operations can be maintained. This position requires at least 80 hours of supervised archaeological / cultural resources experience. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: May 27, 2025 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, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Assists 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. Conducts pedestrian field surveys to determine whether archaeological / cultural resources may be present within a project area.
3. Responds to Cultural monitoring assignments as directed.
4. Works together with agency and contractor staff to assess the likelihood of sites within the project area, and report potentially sensitive areas to the Tribal THPO office.
5. Prepares written site records about archaeological cultural resources.
6. Records field conditions and fieldwork with photography and videography.

7. Assists in the collection / management of site specific archaeological / cultural resource information.
8. Proficiently performs archaeological / cultural resources field surveys, recording processes, reading topographic maps, Global Positioning System (GPS) data collection, maintaining Geographic Information System (GIS) Data, and carrying out other field mapping and data collection.
9. Prepares and submits summary reports outlining activities undertaken specific to each assignment.
10. Has strong computer skills with programs such as, but not limited to, Microsoft Office, and solid writing skills for preparation of datasheets and technical reports.
11. Preferably demonstrates GIS/GPS, basic graphic design and photography skills.
12. Is available for local and out of the area travel as required for job related training.
13. Attends all required meetings.
14. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. 80 hours of work under the direct supervision of a Secretary of Interior Standards – qualified Archaeologist, to be completed during the initiation period.
2. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
3. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Demonstrates the ability to establish and maintain harmonious working relationships with other employees, stakeholders across multiple organizations, and the public.

Requirements:

1. Education and/or experience:
 - a. High school diploma or equivalent with two (2) years Of work experience as a field technician; or
 - b. An equivalent combination of education and related experience will be considered. Equivalencies based on 2:1 ratio, 2 years of experience equals 1 year of education.
2. Must have working knowledge related to principles and practices of archaeological / cultural resources identification.

3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to Tribe's personnel and confidentiality policies.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
6. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
7. Must be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
8. Must successfully pass an enhanced background check if assigned to a Karuk Tribe Housing Authority (KTHA) project or work with Karuk Summer Youth Program participants.

Physical and Environmental Requirements:

1. Ability to engage in sustained physical labor, and to work outdoors, sometimes in inclement weather and in hot conditions.
2. Ability to lift and carry equipment and supplies weighing up to 35 pounds, and to walk up to 10 miles in a day.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal 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.

Committee Approved: May 8, 2025

Employee's Signature: _____