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**Karuk Community Health Clinic**

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

**Karuk Tribe****Administrative Office**

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

**Karuk Dental Clinic**

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

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## Vacancy Announcement

### Emergency Posting

- Title:** Cultural Resources Technician III
- Reports To:** Tribal Historic Preservation Officer (THPO)/Archaeologist or designee
- Location:** Various locations within Karuk Aboriginal Territory and Tribal lands
- Salary:** \$17.00 - \$22.00 per hour (DOE)
- Classification:** Regular, Full-Time, Non-Exempt

**Summary:** The Cultural Resources Technician III is a grant funded full time position that shall work under the supervision of the THPO/ Archaeologist as assigned, to carry out grant/assignment related technical duties. The Cultural Resources Technician III shall work 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 III, as needed, so long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will required acquisition of continued, additional and subsequent funding.

### **Application Deadline: May 5, 2017 by 5:00pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **POSITION DESCRIPTION**

- Title:** Cultural Resources Technician III
- Reports To:** Tribal Historic Preservation Officer (THPO)/ Archaeologist or designee
- Location:** Various locations within Karuk Aboriginal Territory lands as needed
- Supervises:** Cultural Resources Technician I and II, volunteers and youth as needed
- Classification:** Nonexempt, Full-time, Regular
- Salary:** \$17.00 to \$22.00 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.
- Summary:** The Cultural Resources Technician III is a grant funded full time position that shall work under the supervision of the THPO/ Archaeologist as assigned, to carry out grant/assignment related technical duties. The Cultural Resources Technician III shall work 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 III, as needed, so long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **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. Shall take GSA Vehicle Training and coordinate with staff/partners to provide transportation in regard to grant related tasks/deliverables.
5. Shall work productively, assist with related outreach activities, and actively participate in a team-based environment.
6. Shall oversee Cultural Resources Tech I and II in collection, organize and interpret field data for data management and reporting purposes.
7. Shall track professional development skills/needs for those they supervise and perform annual employee evaluations, training plans, and provide recommendations to supervisor/Pikyav Field Institute staff as appropriate.

8. Shall be responsible for the safety, conduct, and communications between field activities under their command and appropriate Coordination/Management personnel.
9. Shall be available for local and out of the area travel as required.
10. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
2. Demonstrated ability to recognize pertinent information and take detailed field notes and complete documentation forms to track progress and conditions in the field.
3. Shows understanding of activity procedures and demonstrates ability to organize and delegate tasks to facilitate the safety and well-being of Staff/partners/participants under their charge.
4. Must have demonstrated ability to learn, share, practice, and impart traditional and contemporary knowledge relating to the management, procurement and processing of a wide variety of forest resources.
5. 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.
6. Must have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
7. Must have demonstrated abilities to build partnerships with stakeholders across multiple organizations, and work well with crewmembers, participating tribal members and descendants.
8. Experience related to traditional/contemporary land management, and traditionally utilized resources preferred.
9. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
10. Must pass walk test and other qualifications necessary to be present at a wildland fire, if assigned.
11. Displayed ability to establish and maintain harmonious working relationships with other employees, youth and their parents, natural resource agencies, and the public.
12. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Must possess a Bachelor's Degree in Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field, have attended archeological survey training, and completed 80 hours of field surveys under the direct supervision of a qualified Archaeologist/Anthropologist; or
  - b. At least two (2) years higher education in a Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field with four (4) season experience equivalent to Cultural Resources Tech II; or
  - c. An equivalent combination of education and related experience will be considered.
2. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
3. Superior level of knowledge of the principles and practices of archaeological / cultural resources identification.
4. Ability to lift and move equipment and supplies weighing up to 35 pounds; to walk long distances, sometimes in steep and brushy terrain; to work outdoors; and to engage in sustained physical labor.
5. GIS/GPS, basic graphic design and photography skills preferred
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must pass fit for duty testing and meet other qualifications necessary to be eligible for a wildland fire assignment.
8. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
9. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
10. Must adhere to the policies and procedures of the Karuk Tribe.
11. Must successfully pass a TB test and a pre-employment drug screening test and be willing to submit to a criminal background check.
12. Must successfully pass an enhanced background check in order to be assigned to or oversee KTHA project.

**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.

**Council Approved: April 5, 2017**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_