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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 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

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## VACANCY ANNOUNCEMENT

The Karuk Tribe is now accepting applications for the position of:

**Title:** Cultural Resources Technician II  
**Reports To:** Tribal Historic Preservation Officer (THPO)/ Archaeologist or designee  
**Location:** Various locations within Karuk Aboriginal Territory and Tribal lands as needed

**Classification:** Seasonal, On-call, Non-Exempt

**Salary:** \$15.00 - \$19.00 per hour, depending on education and experience

**Summary:** The Cultural Resources Technician II is a grant funded full time position that shall work under the supervision of the THPO/ Archaeologist or designee as assigned, to carry out grant/assignment related technical duties. The Cultural Resources Technician II 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 II, as needed, so long as efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding. The Cultural Resources Tech II may serve on fires, if qualified, to monitor impacts to cultural resources. Those who are assigned to KTHA projects will need to pass an enhanced background check.

### **Application Deadline: April 9, 2018 at 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) 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) 493-1611, Email: [tparry@karuk.us](mailto:tparry@karuk.us)

## Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page**

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## POSITION DESCRIPTION

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### Responsibilities:

1. Shall 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. Shall conduct pedestrian field surveys to determine whether archaeological / cultural resources may be present within a project area.
3. Shall respond to Cultural monitoring assignments as directed.
4. Shall work 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. Shall prepare written site records about archaeological cultural resources.
6. Shall record field conditions and fieldwork with photography and videography.
7. Shall assist in the collection / management of site specific archaeological / cultural resource information.

8. Shall prepare and submit summary reports outlining activities undertaken specific to each assignment.
9. Shall be available for local and out of the area travel as required for job related training.
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. Demonstrates the 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. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. Demonstrates strong computer skills with programs such as, but not limited to, Microsoft Office, and solid writing skills for preparation of datasheets and technical reports.
7. GIS/GPS, basic graphic design and photography skills preferred.

Requirements:

1. Education
  - a. Must possess High School Diploma or Equivalent (GED), have attended archeological survey training, and completed 80 hours of field surveys under the direct supervision of a qualified Archaeologist/Anthropologist; or
  - b. For Cultural Monitoring assignments, the 80 hours of field surveys outlined above are not required.
  - c. An equivalent combination of education and related experience will be considered.
2. Working knowledge related to principles and practices of archaeological / cultural resources identification.
3. 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.
4. Must adhere to confidentiality and HIPAA policies.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.

6. Must pass fit for duty testing and meet other qualifications necessary to be eligible for a wildland fire assignment.
7. For some assignments a Driver's license may not be required.
8. 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.
9. Must adhere to all other personnel policies as set out in the Karuk Tribe Personnel Policy Manual.
10. Must successfully pass an enhanced background check in order to be assigned to 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:** \_\_\_\_\_