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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

(Internal Posting)

**Title:** Cultural Resources Technician I

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

**Location:** Department of Natural Resources, Orleans, CA

**Classification:** Seasonal, Non- Exempt, Full Time

**Wage:** \$15.00-18.40 per hour, depending on education and experience.

**Summary:** The Cultural Resources Technician I 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 I 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 I, 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. May be assigned to cultural monitor work as required by program.

**Application Deadline: November 9, 2021 by 5:00 pm**

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. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## 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 resources 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. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Education and/or experience
  - a. High school diploma or equivalent; or
  - b. An equivalent combination of education and related experience will be considered for all grades.
2. Must attend and complete the Karuk Tribe Cultural Monitor (Heavy Equipment) training sessions.
3. Must have the 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 successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
5. Must successfully pass an enhanced background check, if assigned to KTHA projects.
6. Must have the ability to recognize cultural artifacts, human remains, grave goods, evidence of village sites, etc.
7. Must be punctual when assigned, have a good work ethic, and work well without direct supervision.
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 confidentiality policies.
10. Must adhere to the policies and procedures of the Karuk Tribe.

**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:** January 4, 2017.

**Revised:** April 7, 2021

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

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