
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

Vacancy Announcement

- 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
- Salary:** \$13.41 - \$19.43 per hour, depending on education and experience
- Classification:** Seasonal, Non-Exempt

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. This position requires at least 80 hours of supervised archaeological / cultural resources experience, which may be substituted for higher education.

Job Posting Closes: May 2, 2019 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 Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: vsimmons@karuk.us

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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 be proficient in performing archaeological / cultural resources field surveys, recording processes, reading topographic maps, GPS data collection, maintaining GIS Data, and carrying out other field mapping and data collection.
9. Shall prepare and submit summary reports outlining activities undertaken specific to each assignment.
10. Shall have 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. Shall preferably demonstrate GIS/GPS, basic graphic design and photography skills.
12. Shall be available for local and out of the area travel as required for job related training.
13. Shall attend all required meetings and functions as requested.
14. 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
 - 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. 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. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must pass physical test, administered by Karuk THPO or designated DNR representative.
5. Must adhere to confidentiality and HIPAA policies.

6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
7. 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.
8. Must adhere to all other personnel policies as set out in the Karuk Tribe Personnel Policy Manual.
9. Must successfully pass an enhanced background check if assigned to a 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; Updated August 1, 2018

Chairman's Signature: _____

Employee's Signature: _____