
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



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 III

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

Location: Department of Natural Resources, Orleans, CA

Assigned Office

Location: Orleans, CA

Supervises: Cultural Resources Technician I and II, and volunteers as assigned

Classification: Regular, Full Time, Non-Exempt,

Salary: \$ 23.49- \$29.48 per hour DOE

Summary: The Cultural Resources Technician III is a grant funded full-time position that works under the supervision of the THPO or designee, to carry out grant/assignment related technical duties. The Cultural Resources Technician III works with partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources' (DNR) and partner organizations' 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.

Application Deadline: Open Until Filled

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 Department, Telephone (530) 493-1600 ext. 2038, Fax: (855) 437-7888, Email: humanresources@karuk.us

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Responsibilities:

1. Conducts archaeological background research and pedestrian field surveys to determine whether archaeological / cultural resources may be present within a project area.
2. 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.
3. Oversees Cultural Resources Technicians I and II in the collection, organization and interpretation of field data for data management and reporting purposes. Provides in-field consultation with agency and partner teams.

4. Assists with the documentation of cultural sites using standard Department of Parks and Recreation (DPR) forms, Traditional Ecological Knowledge (TEK) forms, and Tribal Site Forms.
5. Collects, analyzes, and interprets Global Positioning System (GPS) and Geographic Information System (GIS) mapping data in the investigation of archaeological / cultural resources questions.
6. Adheres to confidentiality standards covering heritage and cultural resources records, as they may apply to current practices as well as providing evidence for ancestral practices.
7. Works productively, assist with related outreach activities, and actively participate in a team-based environment.
8. Coordinates with staff/partners to provide transportation with regard to grant related tasks/deliverables.
9. Responsible for the safety, conduct, and communications between field activities under their command and appropriate Coordination/Management personnel.
10. Be available for local and out of the area travel as required.
11. Attends all required meetings and functions.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. 80 hours of work under direct supervision of a Secretary of Interior Standards-qualified Archaeologist, to be completed during the initiation period.
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. 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.
4. Demonstrated ability to lead field crews.
5. Experience related to traditional/contemporary land management, and traditionally utilized resources preferred.
6. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
7. Demonstrated ability to recognize pertinent information and take detailed field notes and complete documentation forms to track progress and conditions in the field.

8. Demonstrated ability to organize and delegate tasks to facilitate the safety and well-being of Staff/partners/participants under their charge.
9. Must have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
10. Must have demonstrated abilities to build partnerships with stakeholders across multiple organizations, and work well with crewmembers, participating tribal members and descendants.
11. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
12. Ability to pass walk test and other qualifications necessary to work on a wildland fire, if assigned.
13. Displayed ability to establish and maintain harmonious working relationships with other employees, youth and their parents, natural resource agencies, and the public.
14. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. At least two (2) years higher education in an Anthropology field, or in Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field; or
 - b. An equivalent combination of education and related experience will be considered.
2. Attend all required meetings and functions.
3. Must be responsible for using safe working practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must adhere to the policies and procedures of the Karuk Tribe.
7. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
8. Must successfully pass an enhanced background check in order to be assigned to or oversee KTHA (Karuk Tribe Housing Authority) projects.
9. 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.

Physical and Environmental Requirements:

1. Must be able to engage in sustained physical labor outdoors, sometimes in inclement weather and in hot conditions.
2. Must be able to lift and carry equipment and supplies weighing up to 35 pounds, and to walk up to 10 miles in a day.
3. Must be able to hike over rugged, uneven terrain and steep slopes and hike up to 5 miles 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.

Review Committee Approved: July 9, 2024

Employee's Signature: _____