



Confederated Tribes of the Colville Reservation

Human Resources Office

P.O. Box 150

Nespelem, WA 99155

(800) 506-9434

(509) 634-2842

Fax (509) 634-2864

www.colvilletribes.com

POSITION: Archaeologist Senior

SALARY: \$27.06 - \$32.14, per hour DOE

REPORTS TO: Program Manager

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: Incumbent's responsibilities in this Exempt position will entail and field work. The incumbent will prepare scopes of work and budgets for projects. Incumbent will conduct archaeological fieldwork (i.e., survey/inventory, evaluative testing, mitigation, and treatment activities) on a project-by-project basis. Incumbent is expected to have experience in all phases of archaeological projects and understand site recording, mapping, photography, and site interpretations. Experience using GPS and GIS technology, graphic programs, and either lithic analysis or historic-era artifact analysis is preferred. Incumbent conducts documentation of archaeological sites, including site mapping, preparation of all field forms, screening of artifacts during testing projects, and post-fields artifact processing. The incumbent prepare reports following the end of the fieldwork. Incumbent may serve as a Field Director or Crew Chief on specified projects if necessary. Incumbent will review Section 106 compliance letters and documents. May be required to supervise or assist in the training of less experienced staff in the field procedures and methodologies. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Training:

- ☐ Master's degree in Anthropology, History or closely related field plus four years archaeological field experience in prehistoric archaeology with an emphasis in CRM contract work, two years must be at a supervisory level.

Knowledge, Skills, and Abilities:

- ☐ Requires experience using GPS and GIS technology, graphic programs, and either lithic analysis or historic-era artifact analysis is preferred.
- ☐ Requires ability to identify human remains (as opposed to faunal remains) is preferred. Incumbent conducts documentation of archaeological sites, including site mapping, preparation of all field forms, screening of artifacts during testing projects, and post-field artifact processing.
- ☐ Requires working knowledge associated with survey, excavation, and preparation of paperwork (preferred) and use of hand tools (e.g. shovels, trowels, hatchet, clippers).
- ☐ Requires knowledge in the use of Microsoft Office programs – Word, Access, and Excel. Knowledge of equipment such as: fax, copier, scanner, digital video-recorder, etc.
- ☐ Requires knowledge and experience with and around tribal elders.
- ☐ Requires knowledge of cultural resource management. Familiarity with the process of implementing Section 106 of the National Historic Preservation Act as described in 36CFR800.
- ☐ Requires knowledge of the methods, principles, and techniques associated with the archaeological profession and experience in conducting various CRM tasks including crew organization, logistics, orienteering, site documentation, and artifact processing.
- ☐ Requires knowledge of standard archaeological equipment and techniques required.
- ☐ Must be able to demonstrate knowledge in the culture history of the CCT.
- ☐ Requires ability to demonstrate knowledge in the geography of the Upper Columbia River.
- ☐ Requires ability to produce and maintain spreadsheets and databases.
- ☐ Requires ability to maintain emotional stability under stressful situations.
- ☐ Requires ability to work independently after initial training development.
- ☐ Requires the ability to conduct background research.
- ☐ Requires ability to type professional letters and/or memoranda.
- ☐ Requires ability to work independently after initial training development.
- ☐ Requires ability to multi-task while working under and meeting deadlines.
- ☐ Requires ability to maintain good judgement and common sense.
- ☐ Requires ability to become a certified boat operator for reservoir fieldwork.

- ☐ Requires ability to get along with co-workers and take direction from supervisors.
- ☐ Requires ability to work non-standard work schedules (e.g. 10 days on, 4 days off).
- ☐ Requires ability to travel out of the area for overnight stays as dictated by the field work.

NOTE: Pursuant to Tribal Policy, this position is subject reasonable suspicion and post-accident drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW: Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office by, **Friday, September 7, 2018**

INFORMATION: Confederated Tribes of the Colville Reservation
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(509) 634-2842
grace.ferguson@colvilletribes.com

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.