



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 two years of full-time experience in archaeological research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic preservation organization or agency, museum, or other professional institution.

Knowledge, Skills, and Abilities:

- Knowledge of methods, principles, and techniques associated with the archaeological profession in conducting various CRM tasks including crew organization, logistics, orienteering, site documentation, and artifact processing.
- Knowledge of standard archaeological equipment and techniques required.
- Knowledge of GIS technology to use GPS equipment and techniques.
- Knowledge of archaeological collections (e.g., post-field materials processing, preparation of artifacts for curation, database management).
- Knowledge of standard field technique associated with survey, excavation, and preparation of paperwork.
- Knowledge to conduct background research.
- Knowledge of field equipment (cameras, mapping instruments, GPS equipment).
- Knowledge of cultural resources management practices.
- Ability to demonstrate knowledge in the culture and history of CCT.
- Ability to demonstrate knowledge in the geography of the Upper Columbia River.
- Ability to work independently and under a deadline.
- Ability to be available for emergency response to burial discoveries.
- Ability to demonstrate experience using computers and computer software; MS Word 8.0 or higher, MS Access and MS Excel.
- Ability to produce and maintain spreadsheets and databases.
- Ability to learn computer graphics.
- Ability to write and assist in the preparation of project reports.
- Ability to type professional letters and/or memoranda.
- Ability to work on tedious tasks such as photocopying documents.
- Ability to maintain emotional stability under stressful situations.
- Ability to work independently after initial training development.

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, June 22, 2018.**

INFORMATION: Confederated Tribes of the Colville Reservation
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Nespelem, WA 99155
(509) 634-2842
fawn.palmer.hrs@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.