

Burns Paiute Tribe

Archaeological-Culture Technician

Job Title: Archaeological-Culture Technician 2
Department: Cultural Department
Reports to: C&H Director
FLSA Status: Non-Exempt-Full Time
Opens: 03/07/2025
Closes: Open till Filled
Salary: GS 7 DOE

POSITION SUMMARY

Archaeological-Culture Technicians are responsible for supporting the preservation and protection of cultural resources and the tribal heritage of the Burns Paiute Tribe as prescribed by the Culture & Heritage Depts. legislated directives

DUTIES and RESPONSIBILITIES

Assists in preparation of cultural resource inventory reports, site and isolated find forms. Enters site and inventory information into databases and onto GIS maps as assigned. Prepares cultural, archaeological, and historical information to assist in the creation of interpretive materials for display and dissemination. Monitors cultural projects as assigned by C&H Dept. Director to ensure sufficiency of fieldwork.

Assists in the compiling of cultural resources data in areas of proposed projects. Researchers reference materials such as state and national register files, historic documents, archaeological reports, maps and aerial photos, and interviews source individuals concerning project areas and research topics as assigned.

Assists with analyzing archaeological data in preparing reports, for situations where precedents are not fully applicable. Assists in making recommendations to be used in "determinations of effect" and "determinations of eligibility" by the archaeologist. Compiles and reports information about the nature and extent of known cultural resources.

Ensures that archaeology work assignments are carried out in safe, timely manner according to established standards and procedures. May serve as crew lead support as assigned.

Reviews work in-progress to see that standard for pre-field research, survey design, site recording, graphics, and final report are being met.

Assists C&D Director in the advisement of to other employees on methods of cultural resource inventory and provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities. Assists with training of new employees toward increased knowledge of cultural resource management.

Additional Duties

1. Will possess or immediately obtain a working knowledge of ArcGIS, with the ability to create project and site record maps, create and populate cultural geodatabases.
2. Works as an integral team member identifying, documenting, and protecting significant historic and pre-contact cultural properties of interest to the Burns Paiute Tribe.

3. Keeps detailed notes of all activities and immediately reports activities that may be impacting cultural sites to C&H Dept. Director.
4. Assists C&H Dept. Director in providing preservation specific planning assistance to Tribal departments, federal and state officials, local government, and resource management specialists as assigned.
5. Assists in monitoring activities conducted by other Tribal departments and provides support to C&H Dept. Director and Tribal Historic Preservation Officer in providing supports to tribal departments. Assists in ensuring applicable Federal and State laws, regulations, and acts are followed in the protection of the Tribe's cultural resources as assigned.
6. Collaborates with archaeologists specific to site evaluation and assessment on tribally owned land.
7. Assists with cultural preservation education to the community and staff.
8. Assists with development of Federal and State grants, and federal, state, and private contracts.
9. Prepares for submission archaeological and cultural reports within time designations.
10. Researches funding and other resources for program activities.
11. Performs other duties as assigned by supervisor.

EDUCATION or EXPERIENCE REQUIREMENTS

- A bachelor's degree in archaeology, anthropology, history, education, or other germane discipline with a specialization in archaeology (preferred), or a documented equivalency of such a degree;
- Two years of supervised experience in basic archaeological field research, including both survey and excavation preferred;
- Excellent oral and written communication skills including technical, regulatory, and persuasive writing skills are essential to the position.
- Competency of Northern Paiute culture preferred.

The position requires the application of knowledge of federal laws protecting archaeological and cultural sites under the National Historic Preservation Act, the Archeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, etc., as well as applicable state and local laws and rules.

Field aspects of this position require the ability to work well in rough terrain and inclement weather. This position requires a fundamental knowledge of tribal history and culture in the Great Basin.

Additional Education and Experience: (desired, but not required):

1. Working knowledge of ArcGis, with the ability to create project and site record maps, create and populate cultural geodatabases.
2. Working knowledge or experience with accessioning and curation of archaeological artifacts.
3. Knowledge of Great Basin archaeology and/or experience working with Great Basin Tribes.

OTHER DESIRED QUALIFICATIONS

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 40 pounds. The noise level in the work environment is usually moderately quiet.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)

HOW TO APPLY:

Return completed Burns Paiute Tribe Application, cover letter, resume, and education transcripts to:

Human Resources Director
100 Pasigo Street
Burns, OR 97720

Telephone: 541-573-8013
Fax: 541-573-2323
Email: hr@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm or request one via email: hr@burnspaiute-nsn.gov