

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DNR08313483</u>	DATE POSTED:	<u>03/15/17</u>
POSITION NO:	<u>243849</u>	CLOSING DATE:	<u>03/28/17</u>
POSITION TITLE:	<u>Senior Archaeological Technician (3 Positions)</u>		
DEPARTMENT NAME / WORKSITE:	<u>DNR/Navajo Nation Heritage &amp; Historic Preservation Department - Shiprock Branch Office</u>		
WORK DAYS:	<u>Mon-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB58A</u>
WORK HOURS:	<u>8am-5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Supervises small archaeological inventories of home site leases, water and power lines; works as a crew member on larger projects such as non-roads; identifies both prehistoric and historic sites and traditional cultural properties and records these resources by taking detailed field notes; preparing project maps and using a GPS and data downloaded utilizing GIS software.

Participates under supervision in the analysis of recovered materials, using accepted archaeological techniques; treats specimens to prevent or minimize deterioration, according to accepted procedures; records treatment of each artifact; catalogs archaeological site collections; prepares reports of activities; draws maps of excavated or recorded sites; maintains a field log; produces field notes in readable form; attends staff meetings, conferences, training and seminars related to cultural resource management.

Performs archaeological survey, field excavation of archaeological sites, and laboratory work after the completion of fieldwork; locates documents, and maps archaeological sites within the project area; excavates screens for artifacts; draws plan views and profiles; prepares paperwork and documentation that accompanies archaeological fieldwork; maintains an accurate and complete set of forms for field work undertaken by the crew including field forms maps, log time sheets, daily field logs and equipment.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- High school diploma/GED, supplemented college course in anthropology, archaeology or a closely related field; and three (3) years work related experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of archaeological procedures, principles, practices of archaeological fieldwork.

Knowledge of archaeological laboratory work.

Knowledge of computer aided drafting and mapping, archaeological photography for documentation purposes.

Skills in operating an archaeological photographic camera,

Skill in oral and written communication, developing and maintaining accurate archaeological data,

Skill living and working outdoors for long periods of time, and skill in photographic editing.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**