

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0867056

Date Posted: 09/24/12

POSITION NO: 241209

Closing Date: OUF

CLASS CODE: 3616

POSITION TITLE: Archaeologist

DEPARTMENT NAME: Division of Natural Resources - Archaeology Department (Window Rock Office)

DEPARTMENT NO: 86 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R64A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides professional review, analysis, evaluation and recommendations related to Navajo Nation cultural and natural resources; provides professional and technical expertise related to the scientific study of prior civilizations and physical remains; promotes the awareness and appreciation of conservation and preservation of archaeological and historic resources and provides consultation as required. Reviews, interprets and provides recommendations on the impact of proposed projects on cultural resources and reviews mitigation measures; provides archaeological input to environmental assessments or impact statements as directed; conducts cultural resource surveys; conducts field archaeological surveys, investigations and excavations; prepares final reports and recommends cultural resource clearances; attends archaeological conferences, seminars and workshops to maintain current professional knowledge. Conducts cultural resource compliance reviews; reviews nominations of historic resources for the National Register of Historic Places; conducts site visits to ensure archaeological deposits are undisturbed by construction/development activities; monitors and communicates pertinent archaeological legislation, trends and developments; researches information and prepares required reports, recommendations, letters and various other documents.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Anthropology **or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties** (to receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)

Experience:

Two (2) years of experience in archaeological survey and excavation activities or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of archaeological principles, theories, concepts, methodology and techniques. Knowledge of archaeological survey and excavation techniques, research methods, procedures and techniques. Knowledge of historic preservation regulations, guidelines, policies, procedures and standards. Knowledge of Navajo traditional cultures and beliefs and regional/Southwest prehistory. Skill in conducting archaeological surveys and excavations. Skill in identifying, evaluating, and mitigating effects of impacts on archaeological and historic resources. Skill in applying Navajo traditional cultures and beliefs to tribal planning, management, and preservation activities. Skill in analyzing archaeological artifacts. Depending upon the needs of the Navajo Nation incumbents may be required to demonstrate fluency in both English and Navajo languages as a condition of employment. There is considerable need to stand, stoop, walk during the course of the workday. Applicant is required to work during inclement weather conditions.

License/Certification Requirements:

Must possess a valid State Drivers license and obtain a Navajo Nation Operators Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99