

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1039172

DATE POSTED: 09/02/14

POSITION NO: 243174

CLOSING DATE: 09/15/14

POSITION TITLE: Archaeologist

DEPARTMENT NAME / WORKSITE: Navajo DOT/Department of Project Management, Tse Bonito, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: Y64A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 39,228.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 18.86 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Project Compliance: Provide direct archaeological service by field visits on FHWA funded road blading schedules and road projects. Scheduling field review(s) at project site(s) for potential cultural resources relating to archaeological site(s), traditional cultural properties and sacred site(s) by scheduling interview(s) with person(s) of interest. Investigation and reburials of reported prehistoric human remains within the roadway corridor in the accordance to the Navajo Nation Jishch'aa Policy and the Navajo Nation Historic Preservation laws. **Project Management:** Archival file research of previous archaeology records at the Navajo Nation Historic Preservation Office for and from recent field visits and/or human remains investigation(s). Formal report writing of the Archaeological Inventory Resources Site Form and an archaeological site form of all field recordation from recent field visits; producing a USGS 7.5 Quadrangle (1:24,000) map of data collected with the use of global positions system unit. Interview form when interview(s) were conducted are provided. If human remain, historic or prehistoric, have been investigated, a report is produced and submitted to the appropriate departments, Law Enforcement or Navajo Historic Preservation Office.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Anthropology or Archaeology, and one (1) year of experience in archaeological survey and excavation activities.

Preferred Qualifications:

- Two (2) years of progressive archaeological survey and excavation experience.
- Archaeological field work experience.

Special Requirements:

- 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 principles, theories, concepts, methodology and techniques. Knowledge of archaeological survey and excavation techniques, research methods, procedures and techniques. Knowledge of historic preservation regulation, guidelines, policies, procedures and standards. Knowledge of Navajo traditional culture 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

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