

SENIOR ARCHAEOLOGICAL TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty; supports professional archaeological staff in accomplishing archaeological studies involving the excavation of past human activities and physical remains of human life independently; performs support work that are moderately difficult and diversified, where detailed supervisory guidance and instructions are limited and/or absent; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Participates in the survey excavation and collection of archaeological remains; analyzes and determines the importance of historical materials; cleans, restores and preserves archaeological specimens and historical artifacts according to accepted chemical and physical techniques and training in archaeological science; cleans and repairs or reinforces specimens, such as tools, human remains and pottery, using hand tools and prescribed chemical agents.

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 planviews and profiles; prepares paperwork and documentation that accompanies archaeological field work; maintains an accurate and complete set of forms for field work undertaken by the crew including field forms maps, logs time sheets, daily field logs and equipment.

Supervises small archaeological surveys of homesite leases, businesses, water and powerlines; works as a crew member on larger projects such as roads; identifies both prehistoric and historic sites and isolated occurrences and records these sites by drawing field maps and taking detailed field notes; lays out grid stakes originating from the site data using a transit and excavates features and units.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of archaeological procedures.
Knowledge of the principles and practices of archaeological field work.
Knowledge of archaeological laboratory work.
Knowledge of computer aided drafting and mapping.
Knowledge of archeological photography for documentation purposes.
Skill in operating an archaeological photographic camera.
Skill in oral and written communication.
Skill in developing and maintaining accurate archaeological data.
Skill in living and working outdoors for long periods of time.
Skill in photographic editing.

THE NAVAJO NATION

Class Code: 3617
Professional and Technical Series
Archaeology Group
Overtime Code: Non-Exempt
Pay Grade: 58

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves living and working outdoors without the conveniences of home.

MINIMUM QUALIFICATIONS: A high school diploma or GED, supplemented college course work in anthropology, archeaology or a closely related field; and three (3) years related work experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbent s may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.