

ARCHAEOLOGICAL TECHNICIAN

DEFINITION: Under general supervision, performs technical archaeological work of moderate difficulty; supports professional archaeological staff in accomplishing the study and excavation of past human activities and physical remains of human life; performs ethnographic studies; 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; and perform related work as assigned.

TASKS:

Performs archeological inventories and ethnographic interviews to assess impact of proposed development projects; documents, draws, and localizes archaeological and historic properties; locates, documents and maps archaeological sites within project areas; assists in site excavation and draws plan views and profiles; inventories and preserves artifacts; assists in the preparation of fieldwork/excavation notes and prepares site photographic documentation; maintains a complete set of forms for all field work performed by archaeological personnel such as field forms, maps, vehicle logs, time sheets, daily field logs and equipment request forms.

Participates in laboratory work and assists in preparing and maintaining proper documentation of all samples; assists in coordinating project activities with Federal, State, County and local agencies, organizations, and individuals; researches information and prepares required reports and various other documents; monitors and communicates pertinent archaeological legislation, trends and developments; attends public hearings, meetings, training and conferences that pertain to archaeological and historical matters.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of archaeological principles, theories, concepts, methodology and techniques.

Knowledge of archaeological survey and excavation techniques, 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 assisting in archaeological surveys and excavations.

Skill in applying Navajo traditional cultures and beliefs to tribal planning, management and preservation activities.

Skill in analyzing archaeological artifacts.

Skill in recording and maintaining records and documents of project activity.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is considerable need to stand, stoop, walk and perform other similar actions during the course of the workday.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED, supplemented by college course work in anthropology, archaeology or a closely related field; and one (1) year of work experience

PREFERRED QUALIFICATIONS:

- Archaeological fieldwork experience including mapping, using GPS and technical report writing.
- Enrolled in a 2 or 4 year college or university to include courses in Anthropology (Diné Studies and Navajo History) and Archaeology or a closely related field of study.

T/HE NAVAJO NATION

Class Code: 3618
Professional and Technical Series
Archaeology Group
Overtime Code: Non-Exempt
Pay Grade: 57

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirement:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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