



Yurok Tribe

Job Description

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| JOB TITLE: | Cultural Resources Protection Specialist | | |
| JOB GRADE: | 7 | REPORTS TO: | Cultural Resources Protection Manager |
| STATUS: | Non-Exempt | LOCATION: | Yurok Territory |
| DEPARTMENT: | Cultural Resources-THPO | DIVISION: | Executive Branch |
| ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE | | | |
| SALARY RANGE: | \$22.70-\$29.62 | | |

POSITION SUMMARY:

Cultural Resources Specialist is responsible for conducting and assisting with all phases of completion of NHPA & Cultural Resources compliance reviews for the Yurok Tribe. This position is under the direct supervision of the Cultural Resources Manager, a Secretary of Interior Qualified Archeologist. Coordinates with the Yurok THPO and NAGPRA programs on NHPA reviews for the Yurok Tribe and its departments. Consults with Yurok Culture & NAGPRA Committees on cultural resource goals and management objectives for a range of tribal projects subject to NHPA compliance. Conducts field surveys and prepares reports used for NHPA compliance purposes for the Yurok Tribe and its departments.

DUTIES AND RESPONSIBILITIES:

1. Works under the direction of the Cultural Resource Manager and in coordination with the Yurok THPO to conduct Cultural Resource field surveys and prepare NHPA compliance studies on the Yurok Reservation.
2. Coordinates with Yurok THPO and NAGPRA programs on all NHPA compliance projects and field surveys, including scheduled consultations with Culture and NAGPRA Committees.
3. Provides the Cultural Resource Manager with written reports, field notes, completed site records and maps that meet current NHPA reporting and review standards.
4. Provides in-house services in the form of NHPA compliance reviews (surveys and reports) and NHPA consultation to other Tribal departments and programs, on request.
5. Works and coordinates with tribal departments and staff in identifying and completing NHPA requirements for tribal grants and projects.
6. May assist THPO in supervision of Yurok Cultural Resources Monitors.
7. Other duties as assigned by Cultural Resources Manager or at the request of THPO, NAGPRA or Executive Office related to cultural resources protection.
8. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 7: A bachelor's degree in Anthropology with an emphasis in Cultural Resources Management or Archeology or appropriate other degree.
2. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
3. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This is a minimal supervisory position. May assist the THPO in the supervision of Yurok Cultural Resources Monitors.

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MINIMUM QUALIFICATIONS:

1. A bachelor's degree in Anthropology with an emphasis in Cultural Resources Management or Archeology or appropriate other degree.
2. Ability to conduct research and write reports to a high standard.
3. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees.

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Employee Signature

Date

Employee #

Supervisor Signature

Date

