



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150, Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Archaeologist II - Collections
SALARY: \$21.76 to \$25.85 per hour DOE
REPORTS TO: Archaeologist Senior or Program Manager
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This is an **exempt** position. Incumbent will be responsible for assisting with the management of archaeological collections and their associated records. Maintaining, developing, and entering data into Access databases is central to the position. Incumbent must interact professionally with the public, tribal members, and other government agencies. Incumbent must be a self-starter and extremely organized. Incumbent will act as liaison between field crews and the repository staff, making sure field materials are labeled and packaged correctly and all provenience information is Incumbent will assist in all aspects of collection curation and including the processing of incoming artifacts and records from field work and/or the rehabilitation of older archaeological collections; assist in the care of stored, or curated, collections. Incumbent will be responsible for seeking and drafting grant proposals. Responsible for all other collection activities as identified in 36 CFR Part 79. Work will sometimes be redundant, tedious and physical. Other duties include project based archaeological and traditional studies assistance, and clerical and general office tasks as assigned. **[All work is dependent upon federally funded contracts with no guarantees of continuous employment].**

MINIMUM QUALIFICATIONS:

Education and Training:

- BS/BA in Anthropology, Archaeology, Museum Studies, or Indian Studies with a North American archaeological focus **AND** thirty-six (36) months of experience in collection management or processing, transcripts required; **OR**
- AA in Anthropology, Archaeology, Museum Studies, or Indian Studies with a North American archaeological focus **AND** sixty (60) months of experience in collection management or processing, transcripts required.
- Cover Letter and resume required, and if claiming Indian preference please include tribal identification card.

Knowledge, Skills, and Abilities:

- Knowledge of the history and culture of the Colville Tribe.
- Knowledge and professional experience in of care ethnographic objects, archaeological artifacts, associated records, and historical photographs.
- Knowledge of how to maintain and consolidate numerous databases (in Access) for collections
- Ability to lift at least 40 pounds also, sit, and stand for long periods.
- Able to have documented, better than average attendance and punctual work history.
- Able to work a flexible schedule, including evenings, holidays and/or weekends.
- Ability to write and speak professionally, please provide examples in application and or supporting documentation.
- Ability to hike in rugged terrain and work in inclement weather.
- Ability to maintain **strict confidentiality** of information in reference to work related information.
- Ability to be proficient in use of MS Word, MS Access, and Excel
- Ability to travel for meetings and or including field work and overnight trips.
- Ability to maintain professional standards and participate as a member of a cultural resources team protecting the rights and interests of the Confederated Tribes of the Colville Reservation.
- Ability to work effectively with a variety of people-
- Ability to communicate both orally and in writing in a professional manner.
- Ability to seek and demonstrate ability to write and receive grants preferred.
- Ability to work under strict deadlines.
- Ability to work under stressful situations.
- Ability to be accurate, resourceful, detail oriented, self-motivated, and flexible in multi-tasking.
- Ability to analyze and solve problems.

NOTE: Pursuant to Tribal Policy, this position is subject to post-accident and reasonable suspicion drug testing. This position may be subject to background clearances.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW Bulletin: Effective May 12, 2014: Notifications from the Human Resources will be sent by E-mail. Please make sure your email address is entered on your application.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office by, **Friday, April 3, 2015** or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2842
judy.zunie@colvilletribes.com

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Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.