



Cow Creek Government Office

Cultural Resource Technician

Job Code: 1882
Department: Legal
Location: Roseburg, OR.
Minimum Wage: \$22.04

POSITION SUMMARY:

To assist the Cultural Program and the Natural Resources Department in supporting the Cow Creek's ongoing efforts to identify, protect, preserve, and manage natural and cultural resources of importance to the Cow Creek Tribe.

ESSENTIAL FUNCTIONS:

- Monitor and report on the condition of cultural resource sites, archaeological excavations, and construction projects in accordance with applicable cultural resource laws, regulations and guidelines.
- Aid in the identification, recordation, and management of cultural sites and natural resources within the Ancestral Territory utilizing archaeological field techniques such as survey and subsurface testing.
- Assist with the maintenance of the cultural resource archival database and post-field data management including data entry, filing, scanning, transcription and other related tasks.
- Deliver occasional assistance with routine project reviews.
- Provide support in cultural resource education outreach efforts, as assigned.
- Assists other Natural Resources Programs at technician level tasks, as directed.
- Additional duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

- High School Diploma or GED Certificate; bachelor's degree in Archaeology, Anthropology, or a related field is preferred.
- Completion of a certified archaeological field school is preferred.
- Existing knowledge of cultural resource laws and archaeological field methods.
- Must be able to read maps, navigate in the woods, and operate GPS equipment.
- Willingness and ability to work outdoors, in inclement weather, over rough terrain.

- Valid driver's license, clean driving record, and ability to operate 4-wheel drive vehicles.
- Proficient computer skills including Microsoft Office, Outlook, Publisher, Excel, PowerPoint, etc.
- Familiarity with geographical information systems, particularly ArcGIS.
- Possess high level of professionalism in a growing, fast-paced, team-oriented environment.
- Highly developed attention to detail and accuracy.

MINIMUM PHYSICAL REQUIREMENTS

Must be physically fit; be able to work and navigate outdoors under sometimes strenuous situations and must be able to work in inclement weather.