
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	Archaeological Survey Division Coordinator
Reports To:	Cultural Resource Program Manager, or designee
Location:	Happy Camp, Yreka, or Orleans, as assigned
Assigned Work Location:	Karuk Department of Natural Resources
Salary:	\$26.78-\$34.51 per hour/DOE
Classification:	Regular, Full-time, Non-exempt.
Summary:	This position coordinates day-to-day operations of Archaeological / Cultural Resources survey functions of the Karuk Department of Natural Resources (KDNR) as assigned. The Archaeological Survey Division Coordinator will oversee the conduct of cultural resources surveys, and will assist with confidential data management processes. Position duties will be performed in partnership with other divisions, programs, departments and external partners. This position ensures that all field investigations are compliant with applicable Tribal, federal and state standards. This position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: April 14, 2026 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043/7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

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Responsibilities:

1. Supervises archaeological and cultural resources work across Karuk Aboriginal Territory, and work for the preservation of those lands.
2. Identifies archaeological and cultural resources, and shall recover data about tribal land management, subsistence, and cultural practices.
3. Ensures that all archaeological work performed by the Tribe adheres to Tribal, federal, and state standards.
4. Prepares cultural resources assessments and archaeological site records (California Department of Parks and Recreation (DPR) forms, Tribal Site forms, Traditional Ecological Knowledge forms), and shall train Cultural Resources Technicians in completing such assessments. Shall assist in the completion of archaeological reports.
5. Assists in development of nominations to the National Register of Historic Places, as assigned.
6. Adheres to confidentiality standards covering heritage and cultural resources records, as they may apply to current practices as well as providing evidence for ancestral practices.
7. Assists with Geographical Information System (GIS) mapping as assigned, and operate together with the GIS division staff to ensure that confidential cultural resources data is held in digital form according to Tribal standards.

8. Promotes working relationships with tribes, agencies, and non-profit entities, with whom the Tribe has made agreements that include cultural resources survey functions.
9. Contributes to training events, such as Cultural Monitor Training, Cultural Heritage Fire training, and fire refresher courses, as assigned.
10. Maintains working knowledge of all relevant Tribal, federal, state, and local, regulations affecting historic preservation and cultural resource management.
11. Adheres to Tribe's and Program's confidentiality and personnel policies.
12. Be available for local and out of the area travel as required for job related training and various activities.
13. Attends all required meetings, trainings and functions.
14. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated writing skills for preparation of notebooks, proprietary Tribal and professional forms, and technical reports.
2. Demonstrated attention to detail in data collection and input.
3. Availability and training (including physical requirements) for wildfire assignments preferred.
4. Possession of strong computer skills with programs such as, but not limited to, Environmental Systems Research Institute (ESRI) Arc Pro and Microsoft Office Suite including Excel, Word, etc.
5. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
6. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
8. Demonstrated ability to understand and follow oral and written instructions.
9. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Experience and education:
 - a. Bachelor's degree in Archaeology, Anthropology or related subject, and one (1) year of experience in California archaeology or;
 - b. An equivalent combination of education and related experience will be considered; 2:1 ratio (i.e. 2 years of experience equals 1 year of education)
2. Must have at least six (6) months supervisory experience.
3. Experience in performing archaeological / cultural resources field surveys, reading topographic maps, Global Positioning System (GPS) data collection, maintaining GIS Data, and carrying out other field mapping and data collection.
4. Must have knowledge of the traditions, culture and history of the tribes of Northwestern California.
5. Must be punctual, have a good work ethic, and work well without direct supervision.
6. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.

7. Must be effective, efficient, productive and timely in producing and delegating assigned work products while maintaining data security at all times.
8. Must be a self-starter, well organized, and willing to learn new skills.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test.
11. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: March 31, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25