
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:	Tribal Cultural Monitor I
Reports To:	Tribal Historic Preservation Officer (THPO), or Designee
Location:	Orleans, CA/ Happy Camp, CA/ Yreka, CA (Varies by Assignment)
Assigned Work Location:	Karuk Department of Natural Resources (KDNR), Orleans, CA
Salary:	\$24.18 - 31.24 hour/ DOE
Classification:	On-Call, Non-Exempt, Entry Level
Summary:	This is an on-call position. The Tribal Cultural Monitor (herein referred to as “Cultural Monitor I”) will serve as a cultural ambassador, to minimize the potential for inadvertent impacts to tribal archaeological sites, cultural resources, and values. Cultural monitors will be watching over all ground disturbing activity including, but not limited to: mass grading, weed abatement, trenching, and any excavation on previously disturbed and undisturbed ground. Cultural monitors must have the ability to recognize cultural artifacts, human remains, village sites, midden deposits, and other relevant cultural resources, and will have the training to know who to contact when a significant discovery is made. Position is funded on an as-needed basis by Agreements with implementing agencies and companies.

Application Deadline: Open until filled

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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POSITION DESCRIPTION

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Responsibilities:

1. Conducts on-site monitoring of ground-disturbing activities (e.g., grading, trenching, vegetation clearing, road work) to identify and protect cultural resources. Monitors hand and mechanical treatments that involve ground-disturbing activities.
2. Ensures compliance with Tribal, federal, and state cultural resource protection laws, including Section 106 of the National Historic Preservation Act (NHPA) and applicable agreements.
3. Serves as the Tribal representative in the field, upholding Tribal values, protocols, and expectations during all project activities. Cultural Resources consultation remains the responsibility of the THPO and Karuk Resources Advisory Board.
4. Identifies cultural materials and features, including artifacts, ecofacts, human remains, and culturally modified landscapes. This shall be done in consultation with the Project Point of Contact, and will require THPO notification.
5. If suspected human remains are found, the County Coroner must be notified. If graves or associated grave goods of Native American origin are identified, the THPO office must be notified.
6. Maintains detailed daily monitoring logs and field notes, documenting activities, observations, conditions, and any incidents.

7. Documents findings on the THPO office-provided Cultural Resources Monitoring Record (provided with Daily and Bi-weekly forms), and may contribute to larger studies based on daily work forms and logs, as appropriate.
8. Communicates effectively with construction crews, contractors, and agency staff regarding cultural resource protection measures and monitoring requirements.
9. Ensures avoidance and protection measures are implemented, including buffer zones, flagging, or exclusion areas around sensitive sites.
10. Adheres to Tribe's and Program's confidentiality and personnel policies.
11. Be available for local and out of the area travel as required for job related training and various activities.
12. Attends all required meetings, trainings and functions.
13. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated understanding of cultural resources, including respect for sacred sites, traditional practices, and confidentiality protocols.
2. Basic knowledge of Section 106 of the NHPA, National Environmental Policy Act (NEPA), and applicable Tribal, federal, and state regulations related to cultural resource protection.
3. Ability to work in outdoor environments under varying conditions (heat, cold, rough terrain), including standing or walking for extended periods and lifting moderate weight.
4. Ability to clearly communicate with crews, agency staff, and supervisors, and to maintain accurate daily logs and field notes.
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.

Requirements:

1. Education and/or experience
 - a. High school Diploma or equivalent; or
 - b. An equivalent combination of education and related experience will be considered for all grades. Equivalencies based on a 2:1 ratio, where 1 year of experience equals 1 year of education.
2. Must attend and complete the Karuk Tribe Cultural Monitor training sessions.
3. Must have the ability to recognize cultural artifacts, human remains, grave goods, evidence of village sites, etc.
4. Must be able to lift and move equipment and supplies weighing up to 35 pounds; to walk long distances, sometimes in steep and brushy terrain; to work outdoors; and to engage in sustained physical labor.
5. Must have reliable transportation in order to report to the work location every day as assigned.
6. Must be a self-starter, well organized, and willing to learn new skills.
7. Must successfully pass a pre-employment drug screening test.

8. 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: May 06, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25