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



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

Administrative Office

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

Vacancy Announcement

Title:	Cultural Resources Technician III
Reports To:	Cultural Resources Program Manager, or designee
Location:	Orleans, CA
Assigned Work Location:	Karuk Department of Natural Resources (KDNR)
Salary:	\$24.18-\$31.24 per hour/ DOE
Classification:	Regular, Full Time, Non-Exempt
Summary:	The Cultural Resources Technician III works under the supervision of the Cultural Resources Program Manager (CRPM) or designee, to carry out grant/assignment related technical duties. The Cultural Resources Technician III works with partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources (KDNR) and partner organizations' obligations. This position may serve in the capacity of Natural Resources Technician III, as needed, so long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

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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Responsibilities:

1. Supervises Cultural Resources Technicians I and II in the collection, organization and interpretation of field data for data management and reporting purposes. Provides in-field consultation with agency and partner teams.
2. Assists with field surveys for evidence of occupation, land use, subsistence and ceremonial practices, and interpret the surface of the land to answer archaeological / cultural resources questions.
3. Assists with the documentation of cultural sites using standard Department of Parks and Recreation (DPR) forms, Traditional Ecological Knowledge (TEK) forms, and Tribal Site Forms.
4. Collects, analyzes, and interprets Global Positioning System (GPS) and Geographic Information System (GIS) mapping data in the investigation of archaeological / cultural resources questions.
5. 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.
6. Works productively, assists with related outreach activities, and actively participates in a team-based environment.
7. Coordinates with staff/partners to provide transportation with regard to grant related tasks/deliverables.
8. Responsible for the safety, conduct, and communications between field activities under their command and appropriate Coordination/Management personnel.

9. Adheres to Tribe's and Program's confidentiality and personnel policies.
10. Be available for local and out of the area travel as required for job related training and various activities.
11. Attends all required meetings, trainings and functions.
12. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. 80 hours of work under the direct supervision of a Secretary of Interior Standards-qualified archaeologist, to be completed during the initiation period.
2. Be proficient in performing archaeological / cultural resources field surveys, reading topographic maps, GPS data collection, maintaining GIS Data, and carrying out other field mapping and data collection.
3. Demonstrates the ability to recognize pertinent information and take detailed field notes and complete documentation forms to track progress and conditions in the field.
4. Demonstrates the ability to organize and delegate tasks to facilitate the safety and well-being of Staff/partners/participants under their charge.
5. Must have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
6. Demonstrates the ability to work effectively with Native American youth and family members in culturally diverse environments.
7. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
8. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
9. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. At least two (2) years higher education in an Anthropology field, or in Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field and two (2) years of experience, or
 - b. An equivalent combination of education and related experience will be considered. Equivalencies based on 2:1 ratio, 2 years of experience equals 1 year of education.
2. Familiarity with the method and practice of archaeological / cultural resources field surveys.
3. Familiarity with the management, procurement and processing of traditional and ecological resources.
4. Demonstrated ability to lead field crews, to ensure safety, accountability, and productivity.
5. Attend all required meetings and functions.
6. Familiarity with computers, iPads, and software including Field Maps, ArcGIS Online, Word, Excel, Box and Airtable.
7. Must be a self-starter, well organized, and willing to learn new skills.
8. Must be responsible for using safe working practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment:

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 contest or guilty plea to any felonious offenses or two or more misdemeanor offenses 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: July 13, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25