



**The Klamath Tribes**  
501 Chiloquin Blvd./P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

**OPEN: 05/23/18**  
**CLOSE: 06/22/18**  
**OR UNTIL FILLED**

**EXEMPT**   
**NON-EXEMPT**

### **POSITION DESCRIPTION**

**POSITION:** **CULTURAL RESOURCE PROTECTION SPECIALIST**

**RESPONSIBLE TO:** Culture and Heritage Director

**SALARY:** GS-5 \$28,399 - \$35,842 Annual/Full Benefits  
GS-6 \$31,063 - \$39,941 Annual/Full Benefits  
GS-7 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience and training level and normally is not above the first grade, mid-step range.

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** Klamath Tribes Administration  
501 Chiloquin Blvd  
Chiloquin, Oregon 97624

### **INTRODUCTION**

The primary purpose of this position is to protect and preserve tribal cultural resources, to represent the Culture & Heritage Department on issues relating to the Klamath Tribes culture and history, and to assist in duties related to the perpetuation of the Tribes living and historical

culture. The work activities are culturally sensitive in nature and may include working with cremation/burial items and human remains.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Survey and monitor cultural sites before, during, and following management activities.
2. Ensure that policies of the Klamath Tribes are maintained through planned resource management activities within the aboriginal territory of the Klamath Tribes.
3. Develop and apply knowledge of cultural resource laws to advise and assist law enforcement agencies in the prevention of damage and theft to significant cultural sites.
4. Conduct record searches and interviews. Provide written and oral reports of findings on a quarterly basis.
5. Provide written recommendations for Tribal, Federal, State, private, and other entities for protection of cultural resources.
6. Conduct museum and cultural resource inventories according to procedures developed by the Klamath Tribes.
7. Produce maps and reports of surveys that can be used for permanent site records and for reports to the State Historical Preservation Office, Federal agencies, and other Tribes.
8. Supervise Cultural Resource Technicians in survey and monitoring projects.
9. Serves as liaison to Tribal crews contracted to special projects and as a Tribal Cultural Resource Management Representative to agencies during emergency operations.
10. Maintain and update both tribal and outside agency museum and cultural resource inventory data.
11. Promote awareness of cultural resource laws.
12. Work around human remains and burial/cremation items.
13. Assist in the preparation of travel arrangements.
14. Other duties as assigned.

**Position Description:** Cultural Resource Protection Specialist

**Revised:** 04/2018

**Page** 2 of 5

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to identify items that may be of Klamath, Modoc, and Yahooskin origin held in either museum collections and/or federal repositories.

Ability to work around human remains and burial/cremation items.

Knowledge of Tribal resource management activities, laws, policies, and practices.

Knowledge of the former reservation area and aboriginal territory of The Klamath, Modoc, and Yahooskin.

Knowledge of neighboring tribes and their aboriginal territories that border that of The Klamath Tribes.

Ability to communicate effectively, both orally and in writing, to Tribal Elders, Staff, Museums, and State and Federal agencies in a professional manner.

Knowledge of cultural resource laws.

Ability to maintain **strict confidentiality** in order to protect the integrity of the Klamath Tribes cultural resources.

Ability to interpret museum inventories, catalogues, and other relevant documentation.

Ability to read and follow maps.

Ability to perform work both outdoors in inclement weather conditions, as well as in an office setting.

Must be willing to work irregular work schedules with some erratic hours as required.

## **SUPERVISORY CONTROLS**

The Cultural Resource Protection Specialist works under the direct supervision of the Culture & Heritage Director. The Director will provide general guidance on work to be completed. Work is assigned in terms of functional/organizational objectives. The Director assists with unusual situations, which may not have clear precedents. Employee resolves problems on the basis of past precedents and exercises good judgment in interpreting guidelines and applicability. Employee plans and carries out various stages of the work/project by selecting and using approved methods and techniques as appropriate. Completed work is reviewed or discussed for technical adequacy, quality, and compliance with established policies and procedures.

**Position Description:** Cultural Resource Protection Specialist

**Revised:** 04/2018

**Page** 3 of 5

## QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- High School Diploma or Equivalent, **REQUIRED**. (*Diploma, GED or transcripts must be submitted with application.*)
- Minimum of three (3) years work experience in a cultural resource field, **REQUIRED**. Experience must show demonstrated requisite knowledge and skills needed for work in carrying out cultural resource management practices in the field and in a museum atmosphere.
- Cultural Resource Technician/Archaeological Technician certification **REQUIRED**.
- Demonstrated working knowledge the NAGPRA process, **REQUIRED**.
- Computer experience with an emphasis in the use of Microsoft Word and work in a networked environment, **REQUIRED**.
- Museum experience, preferred.
- Knowledge and understanding of the Native American Culture, preferred.
- Must possess and maintain a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes, **REQUIRED**. (*Copy of valid ODL must be submitted with application. Non-Oregon residents must submit a copy of valid Driver's License along with a current DMV report from the licensing state showing they meet the driving record requirements. Additionally, an Oregon Driver's License must be obtained within the probationary period of employment.*)
- Must submit to and clear an alcohol/drug screen test and submit to random testing as per policy, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**.
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED**.

## **INDIAN PREFERENCE:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference)*

## **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

## **APPLICATION PROCEDURES**

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
Attn: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**PLEASE NOTE:** If requirements are not met, i.e. submission of a resume in lieu of a Tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Tribal and Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applications who present proof of eligibility for Tribal/Indian Preference.

Applications will not be returned.