



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

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

OPEN: 04/25/24
CLOSE: 05/09/24

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: NAGPRA TECHNICIAN

RESPONSIBLE TO: Culture and Heritage Director

SALARY: Step Range: 25-35; Annual/Full Benefits
Salary Range: \$56,024 - \$75,291
Hourly Range: \$26.93 - \$36.20

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: The Klamath Tribes Culture & Heritage Department
Goos oLgi gowa Community Center
35601 Choke Cherry
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The primary purpose of this position is to assist in all the discovery, documentation and repatriation of items for The Klamath, Modoc and Yahooskin people as it relates to the Native American Graves Protection and Repatriation Act (NAGPRA). The work activities are culturally sensitive in nature and will include working with cremation/burial items and human remains.

The NAGPRA Technician will also provide knowledge about culturally important plants and traditional food knowledge through multimedia methods to individuals and in group settings.

MAJOR DUTIES AND RESPONSIBILITIES

1. Review museum and repository summaries in detail. The summaries range from detailed scientific to archaic written descriptions and, in some cases, the written record may no longer be available. The written records must then be matched to a physical object.

2. Assist the Director in providing written records of the summaries for appropriate review.
3. Make physical visits to museums and repositories to examine museum records and directly related objects, and to transport repatriated items back to The Klamath Tribes aboriginal territory.
4. Photocopy and/or record copies of the museum objects.
5. Enter data on a computer using appropriate software.
6. Assist in the development of procedures to be used in the repatriation of items.
7. Work around human remains and burial/cremation items.
8. Assist with cultural ceremonies and preparation for reburial as appropriate.
9. Work closely with the NAGPRA committee, Elders committee and the Culture & Heritage committee to plan repatriation activities.
10. Ensure that the policies and cultural practices of the Klamath Tribes are maintained throughout the repatriation process within the aboriginal territory of the Klamath Tribes.
11. Build and maintain relationships with elders, traditional knowledge holders, and local experts on culturally important plants and traditional food knowledge.
12. Lead, coordinate and participate in community events/workshops for culturally important plants and traditional food knowledge.
13. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Culture & Heritage NAGPRA Technician 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.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of Klamath, Modoc, and Yahooskin Tribal customs and practices.

Good organizational skills with the ability to record and maintain accurate records.

Ability to work independently, collaborate within a team environment and demonstrate cooperative leadership qualities.

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

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

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.

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.

Must be willing to travel out of the area for reviewing museum records and objects.

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

Knowledge of Klamath Tribes traditional plants

Experience with traditional food preparation and food safety

Willingness to continue education on horticulture methods and traditional plants

Ability to function effectively under pressure of time and /or demands of several tasks at once by effectively planning, organizing and prioritizing work.

Must have excellent computer skills and the ability to proofread.

Knowledge of the proper form for letters is required. Must be able to format other documents in accordance with training, experience and instructions.

Able to express themselves in a clear and concise manner for the purposes of correspondence, reports, and instructions, etc. as well as for obtaining information or conveying messages in a group setting.

Good public relations and interpersonal relationship skills. Incumbent must have the ability to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to have demonstrated working knowledge of the NAGPRA process.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept 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.

Preferred Qualifications:

- Museum experience, preferred.
- Knowledge and understanding of the Klamath Tribes Culture and traditional foods, preferred.

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 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 job 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 PROCEDURE

Submit The Klamath Tribes ***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.

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

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)