HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE : Cultural Resources Technician I
DEPARTMENT : Cultural Resources
CLASSIFICATION : Regular/Full Time
SALARY : D.O.E.
OPENING DATE : February 11, 2016
CLOSING DATE : February 24, 2016

POSITION SUMMARY:
Under the general supervision of the Cultural Resources Program Manager, the Cultural Resources Technician I, assists in conducting cultural surveys on and off the Hualapai Reservation. The technician also performs duties associated within the fields of Anthropology, Linguistics, and Ethnography.

ESSENTIAL FUNCTIONS:
- Knowledge of the Hualapai Indian Reservation, back country, and cultural resources.
- Must have good verbal and written skills.
- Must be able to communicate orally and in writing.
- Must be able to keep accurate daily field records and reports.
- Must be able to work in adverse weather conditions.
- Must be able to learn to read topography maps, legal descriptions and use a compass.
- Must be able to learn to use other fieldwork tools such as (but not limited to) measuring wheels, digital cameras, camcorders and audio/visual equipment.
- Performs all other duties as assigned.
- Must be dependable, responsible and willing to learn. Job requires being careful about detail and thoroughness in completing work tasks in a timely manner.
- Must be able to effectively work with others to create an efficient and organized atmosphere.
- Must be able to perform job requirements and exert effort towards mastering tasks.

MINIMUM REQUIREMENTS:
- Must possess a high school diploma or G.E.D.
- Must be 18 years or older.
- **Must have a valid driver license.**
- Must have knowledge of Hualapai Reservation and some knowledge of the Hualapai Language.

- Knowledge of clerical procedures and systems such as word processing, managing files and records a plus. Must be computer literate or willing to learn and become proficient in Word, Excel, and Access computer programs.
- Must be able to work a flexible schedule, some nights, weekends and holidays.
- Must pass a local, Federal and state background.
- Must have or obtain a fingerprint clearance card.
- Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Indian descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities