

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Cultural Resource Technician
LOCATION: Tribal Preservation Department
SALARY: \$20.47 to \$32.94 per hour
CLOSING DATE: Thursday, January 9, 2025 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Contract Cultural Resource Technician is a field technician position in the Tribal Historic Preservation Department that is responsible for conducting cultural resource field and office work. This position works under the general supervision of the Contracting Manager, receiving daily work duties and evaluations.

Duties of the position include, but are not necessarily limited to the following:

- Read, interpret, record, and locate cultural sites on topographic maps and in topographic settings.
- Ability to attend regular travel away from home and some projects may require overtime and/or extended work days and work weeks.
- Will work closely with other THPD Contracting positions.
- Under direction of senior contracting staff, conducts pedestrian survey (walking 7 to 10 miles a day) and construction monitoring in the field, including collection of field data, digital photography, artifact identification, GPS data collection, and mapping using established methods.
- Participate in all types of archaeological field projects, ranging from small local surveys through large out-of-county projects.
- Must be able to walk long distances and perform physically demanding tasks in varying environments and conditions (i.e. steep terrain, heat, cold).
- Utilize a variety of field methodologies, including archaeological survey and monitoring.
- Ability to orient using a compass, USGS topographic maps, plan maps, GPS units, Surface Tablets, and aerial photography.
- Identifying historic and prehistoric artifacts and features, following standard recordation procedures.
- Possess a full understanding of CSKT history and Preservation issues.
- Must possess extensive knowledge of Salish and/or Pend d'Oreille and/or Kootenai

--

traditions, history and culture.

- Maintain field equipment in proper working order.
- Conduct database searches on culturally sensitive topics and places.
- Review literature and oral histories related to cultural sites.
- Maintain confidentiality practices.
- The above description is not all-inclusive and the incumbent may be assigned other related responsibilities by the immediate supervisor.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Individual must be enthusiastic about his/her work and maintain strong commitment to technical excellence.
- The applicant should demonstrate experience working as an archaeologist on inventory, research, evaluation, and mitigation projects on a daily basis.
- Assist to develop effective solutions to both expected and unexpected project challenges.
- Must possess extensive knowledge of Salish and/or Pend d'Oreille and/or Kootenai traditions, history and culture.
- Must have exceptional skills in oral and written communication.
- Experience with Microsoft Office programs and digital photography.
- Must have exceptional time management skills.
- Good interpersonal communication skills
- Must have and maintain a Montana State driver's license as condition of employment.
- This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing Policy.
The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and be subjected to random drug testing after hire.
- If the selected candidate does not possess any of the qualifications listed within this document at the time of employment, the employee must learn the absent elements within **6 months** after hire. The employee will be subjected to evaluations on their progress until the 6-month period is complete. Failure to acquire the necessary fundamentals within the time frame is grounds for termination of employment.
- Interested applicants may get a copy of the full position description from the Tribal Personnel Department (406) 675-2700 Ext. 1259/1040

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of current valid driver's license and proof of liability insurance.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Tribal Personnel Department, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1259/1040.

FOR MORE INFORMATION:

Kevin Askan, Tribal Preservation Department's Contract Manager – (406) 675-2700 Ext. #1286