

## **Oklahoma County Conservation District Archeology Assistant**

**Position Location:** Oklahoma City (with considerable time spent in Norman and Stillwater)

**Term of Employment:**

Expected hire date is on or about May 15, 2018. Length of position is 999 hours from date of hire. There is no guarantee of future employment with the Oklahoma Conservation Commission, Conservation Districts or USDA Natural Resources Conservation Service following the position end date.

**How to apply:**

Required materials:

Cover Letter and Resume

College Transcript (does not need to be an official transcript)

3 current references

Optional materials:

Certificates of training

**Minimum Qualifications:**

- In active pursuit of an undergraduate (Junior or Senior Level) or graduate degree in archeology.
- Valid / Current Driver's License
- Successful candidate must be willing to submit to a federal background check in order to gain access to the Natural Resources Conservation Service computer system

**Compensation:**

- Part-time (20 to 30 hours per week) / Project Specific - \$22.50 per hour
- Mileage reimbursement for use of POV (duty station – OKC)

**Return Application Materials to:** Oklahoma County Conservation District  
4850 N. Lincoln Blvd., Suite B  
Oklahoma City, OK 73105-3326

**Deadline to receive application:** Close of Business – April 13, 2018

**Questions:** Please contact the Oklahoma County Conservation District at 405/521-1332 x 3

Oklahoma County Conservation District is an Equal Opportunity Employer

## **Oklahoma County Conservation District Position Description**

**Job Title – Archeology Assistant**

**Salary - \$22.50 per hour**

**Project Specific – 2 positions to be located in Oklahoma City**

**Length of Position – 999 Hours from date of hire**

**Expected Hire Date – May 15, 2018**

### **INTRODUCTION**

This is a temporary position with the Oklahoma County Conservation District that will serve as an assistant to the State Cultural Resources Coordinator (CRC) for the Natural Resources Conservation Service (NRCS). The incumbent will provide assistance to field office personnel on cultural resources research. The incumbent will work closely with the Natural Resources Conservation Service State Cultural Resource Coordinator (CRC), the Oklahoma County Conservation District and Oklahoma Conservation Commission.

### **MAJOR DUTIES**

1. Conducts research in archaeological databases and other records systems to identify potential sites.
2. Performs other duties as assigned.

### **MINIMUM EDUCATION REQUIREMENTS**

In active pursuit of an undergraduate (Junior or Senior Level) or graduate degree in archeology.

### **KNOWLEDGE REQUIRED**

Professional knowledge of archaeological and historic/prehistoric cultural resources (including ethnography and ethno-history) of Southern Plains.

Knowledge of archaeological, historical and traditional cultural properties.

Ability to interpret and apply NRCS programs, policy and procedures regarding cultural resources to research assignments.

Knowledge of federal and state statutes and national standards regarding cultural resource management, conservation, protection and enhancement.

Knowledge of the theory and methods of archaeological, documentation, mapping and research design.

Ability to work and communicate with others in order to provide background information about cultural archives at the Oklahoma Archaeological Survey and State Historic Preservation Office.

## **SUPERVISORY CONTROLS**

The Oklahoma County Conservation District project supervisor will coordinate with the NRCS State Cultural Resources Specialist to determine the general scope of work to be completed. The State Cultural Resources Specialist will provide advice as needed to be used in the implementation of work projects.

Working in cooperation with the State Cultural Resources Specialist, the Oklahoma County Conservation District project supervisor will sign off on timesheets. The State Cultural Resources Specialist will provide day to day guidance in making assignments by indicating the specific conservation activities to be completed.

The State Cultural Resources Specialist will provide clear procedural instructions for the assigned work and sets a date for completion.

Completed work is reviewed for results achieved, program objectives, effects of advice, and contribution to agency responsibilities and programs.

Professional aspects of work are sound and may be accepted without significant changes.

## **GUIDELINES**

Most guidelines are in the form of Federal and State laws pertaining to cultural resources and common professional guidelines used by archaeologists.

NRCS and Department manuals are available for general guidance on policy matters and Code of Federal Regulations and U.S. Code is available for legal and policy guidance. Guidance is provided by the NRCS State Cultural Resources Coordinator.

Incumbent must interpret such guidelines and exercise judgement in interpreting and adapting them. The supervisor provides guidance when instructions are conflicting or inadequate.

## **COMPLEXITY**

Subject matter includes Native American cultures and cultural resources for which written records are available.

Assignments must be performed with compliance to laws, agency policies and integrated with the duty and responsibly to cultural resources; effective implementation will result in significant contributions to the nation's cultural heritage.

## **SCOPE AND EFFECT**

Duties of incumbent affect most agency programs and activities in the State, and can affect timeliness and quality of services delivered; also, the assignments can affect the work of state and county officials, tribal organizations, and other federal agencies.

**PURPOSE OF CONTACT**

Contact with agency personnel is to assure work is performed in regard to historic preservation, planning design, and construction according to NRCS policy and procedures.

**PHYSICAL DEMANDS/ WORK ENVIROMENT**

Work environment is in the office, the work is primarily performed in a normal setting. Must hold a valid Driver's License.

**OTHER INFORMATION**

Safety and Health: Performs duties in a supportive manner of a safe and healthy work environment. The incumbent exercises caution and maintains all safety requirements.

Equal Employment Opportunity and Civil Rights: Actively supports the Equal Opportunity and Civil Rights Programs and assures the delivery of agency programs and services are carried out in accordance with policy and procedures without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.