



HOH INDIAN TRIBE

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Position Description

Job Title	Tribal Cultural Monitoring
Department	Natural Resources
Reports To	Tribal Historical Preservation Officer
Status	Part Time – Seasonal – On Call
Salary Range	\$20.00 P/HR
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary

The THPO Cultural Monitor is a staff representative between Federal, State, Public, and County agencies and the Hoh Tribe's Tribal Historic Preservation Office (THPO). The Monitor will be assigned to obtain firsthand knowledge of archaeological excavations and construction in areas that are known to have cultural sensitivity or have the potential for cultural deposit. It is anticipated that the Monitor will receive various assignments and that in some sensitive areas may encounter buried artifacts, features and possibly human remains.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Monitor all ground disturbing activity including mass grading, grubbing, weed abatement, trenching and any excavation on previously disturbed and undisturbed ground;
- Ability to recognize cultural artifacts, human remains, village sites, midden deposits; must have the ability to read maps;
- Request excavation work to stop so that new discoveries can be evaluated;
- Help to ensure Native American human remains and any associated grave items are treated with culturally appropriate dignity;
- Attend/participate in job-related conferences & trainings resulting in some travelling, overnight stays or extended periods;
- Ability to create sketch maps for site identification

Skills and Specifications

- Must be respectful and professional at all times. Rude or bullying behavior will not be tolerated.
- Employees shall have a strong field-oriented background and ability to take accurate complete notes under exposed field conditions
- Must occasionally work odd or extended hours and on weekend days as program objectives and needs may dictate
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources
- Must have basic computer skills and the ability to use e-mail
- Ability to follow oral and written instructions
- Ability to read, write, and perform general mathematical computations
- Ability to perform arduous duties and to work outside under all types of conditions
- Ability to maintain facilities and equipment
- Must adhere to the personnel policies and drug and alcohol polices

Education and Qualifications

- Employees shall have a strong field-oriented background and ability to take accurate complete notes under exposed field conditions.
- Must occasionally work odd or extended hours and on weekend days as program objectives and needs may dictate.
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources.
- Must exhibit and utilize forthright, timely and transparent communication for achieving program, team and accountability objectives for the Tribe, including advanced notices of absences, coordination of activities, and the validity of time claims made against the individual programs in which the employee may work.
- Must obtain or have a Valid Washington State Driver's License

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.

