



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CULTURAL RESOURCE TECHNICIAN	27	C	7.860

Under general supervision, Cultural Resource Technician's perform technical cultural resource duties in the field or in a museum setting which includes, but is not limited to, archaeological site excavation, survey records maintenance, cataloging of specimens, reference work, compilation of data and reports, conservation and preservation of artifacts, and assisting in exhibit maintenance and/or preparation as directed by professional staff.

Perform technical aspects of cultural resource field projects including site surveys, recordkeeping, cataloging of specimens and/or the compilation of data and reports; assist in the acquisition, preservation, conservation, and cataloging of donated artifacts.

Assist in and/or conduct excavation of sampling units at cultural resource sites; maintain field notes of excavation units and photographs of sampling units and features; and assist with cleaning, cataloging and analysis of artifacts.

Maintain excavation and laboratory equipment to ensure proper working condition.

Prepare drawings and rough maps of site profiles and site features.

Compile and review relevant data reports; organize material and prepare reports and responses.

Provide information and services to public schools and organizations by assembling and distributing educational material, leading school tours, and/or coordinating lectures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university with major course work in archaeology, anthropology or closely related field; **OR** graduation from high school or equivalent education and two years of archaeology related field work experience, one year of which included technical experience in archaeological site excavation, survey records maintenance, cataloging of specimens, and/or the compilation of associated data and reports; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: site excavation techniques and related equipment; standards for the removal of cultural resource deposits and recording of data; land survey practices and procedures. **Ability to:** identify and note the significance of commonly encountered archaeological remains and artifacts; prepare field notes and records; perform technical work in a specific area of responsibility and exercise limited independence when applying guidelines or procedures requiring a degree of judgment, ingenuity or creativity regarding the course of action to accomplish assignments; follow through on oral and written instructions; work as part of a team; use maps and sketches to lay out and mark site areas; maintain a variety of records and reports; apply basic scientific techniques in obtaining, arranging and interpreting cultural resource data; use a variety of hand tools associated with cultural resource work; speak before public groups or organizations.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: archaeological field techniques and procedures; preparation and maintenance of maps.

Ability to: catalog, repair, reconstruct and preserve archaeological specimens; prepare specimens for exhibit.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.860

ESTABLISHED: 9/23/75
REVISED: 7/1/93P
8/31/92PC
REVISED: 7/1/95P
9/16/94PC
REVISED: 6/15/07PC