ARCHAEOLOGICAL FIELD ASSISTANT

I. BASIC FUNCTIONS:

The employee occupying the position of this class is responsible during the field season for assisting with artifact field inventory and field journal entries. The employee will assist the archaeologist/historian by carrying out general office duties, organize files, carry out data input and conduct research.

II. DISTINGUISHING CHARACTERISTICS:

The Archaeological Field Assistant is expected to assist in the Borough's historic preservation program by monitoring field unit sheets, giving out numbers for all artifacts discovered in the field, and making sure data entered on field unit sheets correlates with data entered in individual field journals. The Archaeological Field Assistant is also responsible for artifact handling, storage, field inventory, and assisting in writing technical/scientific reports.

Assignments are received with clearly defined parameters.

Supervision Received:
Supervision is received from the Archaeological Site Supervisor while in the field and from the Cultural Resources Specialist II in the office setting who reviews work to ensure quality, thoroughness, accuracy, and conformance to established procedures and policies.

Supervision Exercised:
Supervision is not a normal responsibility of this class.

Working Conditions:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Work is performed in an office setting, as well as the field, requiring travel to various locations in the Borough and exposure to weather conditions. The noise level in the office and in the field will normally be moderately noisy due to office equipment.

III. REPRESENTATIVE EXAMPLES OF WORK:

Assists with compilation and documentation of historical data and recording data in manual and automated filing systems.

Assists with archaeological field work; classifying artifacts in a university laboratory.

Generates or distributes numbers for all artifacts discovered in the field.

Ensures that data entered on the field unit sheets correlates with the data entered in individual field journals.

Responsible for the safe handling, storage, and field inventory of artifacts.

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Responsible for coordinating programs associated with both Archaeology Week and Historic Preservation Week.

Responsible for reviewing development projects within the Matanuska-Susitna Borough.

Responsible for coordinating projects with the school district; investigating public inquiries on historical buildings or archaeological sites.

Performs related work as required.

IV. KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of historic preservation practices, processes, and statutes.

Knowledge of map reading and orienteering.

Knowledge of site documentation and a good understanding of field techniques.

Ability to work with students.

Ability to carry out independent research without supervision.

Ability to work cooperatively with co-workers, students, and members of the public.

Ability to understand and execute oral and written instructions.

Ability to follow established research practices.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Experience in archaeological field techniques, minimum of one season of archaeological field experience, and have completed two years of post secondary education in an Anthropology or History program.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
Personal computers, plotters, printers, and other general office equipment. Various tools for computer maintenance and configuration. Vehicles.

Physical Demands:
The physical demands described here are representative of the conditions associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this position, the employee is frequently required to sit, talk, walk, and hear. The employee is also required to use hands to finger, handle, or feel objects, tools, controls, and/or machinery, and to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, or climb. The employee must occasionally lift and/or move up to 25 pounds. The employee will be expected to spend half their time working with the computer and monitor.

Special vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, and adequate vision for the safe operation of vehicles in daylight, darkness, and in all weather conditions.