



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA
JOB DESCRIPTION

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| Job Title: Cultural Apprentice I | Salary Scale: Tribal Salary Schedule |
| Department: Environmental Protection | Status: On call |
| Reports To: Director | |

JOB SUMMARY

This position is on an as needed basis, located at the North Fork Rancheria of Mono Indians of California (NFR), Environmental Protection Department (EPD). The job focuses on preparing the individual for monitoring projects for the Tribe. This position involves working closely with Tribal Heritage Program staff, and learning archaeological methods and tribal history and traditions. The Cultural Apprentice I is under the general direction of the Environmental Director and must be willing to accept and receive field assignments on an as needed basis. This position requires a positive attitude and a professional demeanor.

DISTINGUISHING CHARACTERISTICS

Position requires the ability to learn, observe, and acquire knowledge and understanding of Western Mono culture.

ESSENTIAL JOB FUNCTIONS

While the essential functions outlined below describe a significant portion of this positions assigned responsibilities, other functions and accountabilities may be assigned from time to time as the Tribe deems necessary.

- Observe and document proposed ground disturbing work with supervision
- Be willing to acquire knowledge, and skills needed to identify local historic and prehistoric Western Mono home and village sites, including cultural, religious, ceremonial, and burial sites, and be able to document these sites appropriately
- Required to maintain a daily log of activities and report to supervisor
- Required to communicate orally and in writing with local Native American tribes, project developers, archaeologists, planners, NFR and EPD staff, and other stakeholders
- Required to fill basic forms detailing the location visited, date, activities undertaken, observations made and general comments
- Obtain skills in map orientation including use of compass
- Learn terminology, methods and skills to advance to Cultural Apprentice II

REQUIRED KNOWLEDGE AND SKILLS

Ability to obtain or have a certificate in Basic Wildland Fire courses.

ADDITIONAL REQUIREMENTS

The individual must possess a valid California Driver's License and must be capable of passing a pre-employment drug screen, a criminal background investigation, and mandated reporter training. The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural

sensitivity. Indian Preference applies to those who are qualified. To meet the description of an Apprentice II, the employee must meet a minimum of 140 project hours as an employee under the North Fork Rancheria.

EDUCATION AND EXPERIENCE

A high school diploma, GED, or college courses taken from an accredited college, with major course work in archaeology, anthropology, or related field preferred.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to bend, stoop, squat, crouch or kneel, and occasionally will sit and talk and hear. The employee is frequently required to walk short or long distances, categorized as easy to arduous hiking; use hands to operate, finger, handle, or feel objects, tools, or controls,; and reach with hands and arms. The employee must occasionally lift, carry and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet to generally loud. Occasionally, employee will be exposed to various weather conditions or minor hazards (heat, cold, rain, snow, wind, biting/stinging insects, branches, poison oak, uneven terrain, etc.); Elevation may range from 500' to 8,000'.