

ARCHAEOLOGICAL TECHNICIAN

This is supportive technical work in laboratory techniques and records management associated with archaeological surveys, excavations, and artifact preservation.

Under the general supervision of an archaeologist, employees provide technical support to maintain the computerized database of archaeological sites, artifact collections, and technical reports that document archaeological excavation sites throughout the state. Employees have a public relations role to provide information on known sites and findings and to explain policies and regulations of the Office of State Archaeology. Work may also involve the maintenance and repair of specialized archaeology equipment and other related duties as required.

I. DIFFICULTY OF WORK:

Complexity of Work - Employees perform labeling, accessioning, classification, identification and curation of artifact collections. Records maintenance includes managing project and site survey files, records, and map catalogs and assisting in the collection of on-site archaeological data, recording information from survey reports, assigning site numbers, and locating sites on topographic maps. Employees gather statistical information for reports and requirements for the State and Federal government.

Guidelines - Most duties are well defined to support the database of statewide archaeological information. New projects or unusual situations are discussed with supervisor for guidance on procedures.

II. RESPONSIBILITY:

Accountability - Employees support the projects of archaeologists through research and identification of proposed sites for excavation. Project reports, findings, and conclusions are maintained for future information and research by staff and the public.

Consequence of Action - Employees are responsible for maintaining an accurate, accessible data base of archaeological sites, findings, and technical documentation. Employees reflect the organization by assisting the public in accessing information on particular sites or excavation findings and explaining policies of the Office of State Archaeology. Employees maintain the security of sensitive information under the direction of the State Archaeologist.

Review - Work is reviewed by the archaeologists through individual interaction on project support work. Review from the State Archaeologist is to assist in determining priorities of projects and support within the unit.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Policies and guidelines of the Office of State Archaeology are straight forward, but may require adaptation to the particular question or concern addressed by an unfamiliar public.

Purpose - Employees inform the public of policies and guidelines of the Office of State Archaeology regarding archaeological standards and access to information pertaining to site records and excavation activities.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work may be performed in a variety of settings that includes on-site field excavations, laboratories, or a typical office.

Nature and Potential of Personal Hazards - Care must be taken to safeguard self and others during field excavation activities or the performance of laboratory procedures.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Working knowledge of the techniques involved in the labeling, identification and classification of artifacts. Working knowledge of the various archaeological artifacts found in the State. Knowledge of records management standards and techniques. Ability to communicate effectively in oral and written form. Ability to maintain accurate records, maps and catalogues.

Minimum Training and Experience Requirements - Graduation from high school and three years of progressive clerical and archaeological laboratory work; or an equivalent combination of training and experience.