



RESEARCH ASSISTANT

Department /Program: Cultural Preservation Office (CPO)
Reports To: CPO Director
Salary/Hourly Range: 28
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 12/05/2016

INTRODUCTION:

This position is responsible for researching, classifying, documenting and other related activities in support of the Cultural Preservation Office. The incumbent performs technician and administrative work of semi-difficulty requiring knowledge and skill in records management, writing, laws, regulations, ordinances and policies & procedures. The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work, or refining the methods or techniques to be used. The incumbent is under supervision and line authority of the Cultural Preservation Director. The supervisor provides continuing assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional, specific instruction of new, difficult, or unusual assignments. The incumbent uses initiative in carrying out assignments independently, but refers deviations, problems and unfamiliar situations to the supervisor for assistance. The supervisor assures completed work and methods used are technically accurate and in compliance with established procedures.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Conducts preliminary review of documents related to cultural preservation issues and prepares summaries of observation, comments, and recommendations.
2. Conducts research, compiles and analyzes documents/data and inputs information into computer; utilizes federal and state resources and contacts.
3. Coordinates and conducts meetings, for public participation, addresses public concerns and solicits community input on various projects affecting the Hopi Communities, i.e., culture, natural resources and lifestyles. This activity includes investigation of Hopi Traditions, Cultural Property interests and interpretation of archaeology from a Hopi perspective.
4. Develops and implements a systematic method for classifying, documenting and filing information regarding the interests of the Hopi Tribe in cultural preservation, i.e., publications of maps, written material, etc.
5. Establishes and maintains communications with the CPO Director in regards to cultural preservation program objects and issues and awaits direction.
6. Prepares reports for the CPO Director as required by the Hopi Tribal council/Task Team, Village communities and other organizations in implementing the Cultural Preservation Program.
7. Develops cost proposals (Budgets) in relation to project scope of work and schedules.
8. Performs other duties as assigned and authorized to meet office goals/objectives.

PERSONAL CONTACTS:

Contacts are with employees, local, state and federal government agencies, task teams, village leaders, the general public and other related agency personnel at all levels, involving giving and receiving factual information to accomplish program objectives. Contact may be difficult because of the individual's attitude or reluctance to supply information and because of the need to obtain complete and accurate information under difficult circumstances.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is both sedentary and field oriented with primary work performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office equipment/machines. Fieldwork is performed in

varying weather conditions, traveling over rough, uneven terrain requiring the incumbent to wear protective clothing and gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Two (2) years post high school education with emphasis in Anthropology, Archaeology, or related field;

AND

Experience: Four (4) year's work experience in research which includes technical report writing and records management and supervisory practices;

OR

Any equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Broad knowledge of the political, cultural, socioeconomic environment of the Hopi Tribe and geographic knowledge of Hopi lands;
- Knowledge of federal, state, tribal and Hopi community organizational structures;
- Knowledge of research methods, concepts and techniques.

Skills:

- Skill in research, map reading, planning, organizing and coordination projects;
- Skill in operating micro-computers, applicable software, basic office machines/equipment and, as required, technical field equipment;
- Verbal and written communication skills adequate to compose correspondence, technical reports and conduct public presentations.

Abilities:

- Ability to plan, initially organize and assist in the development and implementation of a research program;
- Ability to analyze, assess and interpret documents, technical regulations and procedures;
- Ability to establish and maintain an effective working relationship with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. Must complete and pass a sensitive background investigation and fingerprint check in accordance with Hopi Tribal policy.
3. Must be able to pass random alcohol, drug and/or controlled substance testing.

DESIRED REQUIREMENT:

1. Speak and understand the Hopi language.