



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road
Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

May 29, 2019

#97-19

Department: Tribal Historic Preservation Office
Position: Tribal Historic Preservation Monitor (Non-Exempt)
Reports To: CRIT THPO Office Manager
Salary: \$18.00 per hour

Job Summary:

The Monitor implements and coordinates activities related to the archaeological walkover requirements in the CRIT Land Code and established tribal policies. The Monitor must create and maintain files, maps, and working records for these activities.

Duties & Functions:

1. Duties may include primary research, scheduling, planning, preparation, coordination, and execution of walkovers.
2. Archaeological mitigation measures and site observation and monitoring.
3. Monitor must also prepare and/or may attend meetings related to these activities and duties.
4. Other duties may be assigned at the discretion of the CRIT THPO Manager or designee to fulfill the Department's needs, objectives and/or goals.
5. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Working knowledge of Microsoft Word and Excel required.
2. Must be able to type forty (40) WPM.
3. One (1) year of administrative experience is required.
4. Must be able to effectively communicate in English as well as a pleasing demeanor is required.
5. This position requires both a sense of organization and attention to detail that must demonstrate in previous work experience.



6. Applicant must be able to follow a regular work schedule and complete assignment within allotted time frames.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Some college level coursework in museum or anthropology is preferred.
3. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Regular work attendance required.
5. Occasionally work extended shifts as assigned along with some weekends.

For Employment Application visit: <http://crit-nsn.gov>

**Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

